

NHTI, Concord's Community College

**Academic  
Course  
Descriptions  
2011-2012**



**31 College Drive | Concord, NH 03301**  
**[www.nhti.edu](http://www.nhti.edu)**

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Number sequencing to the right of the course name means the following: first digit designates the number of lecture hours for the course; the second digit designates the number of lab, clinic or practicum hours; and the third digit designates the credit hours for the course.

**Prerequisite:** a course that must be passed prior to proceeding with a more advanced course; minimum passing grade for a prerequisite course is a "D minus" unless otherwise indicated.

**Corequisite:** a course that must be taken concurrently (at the same time) with another course. (Note that with departmental permission, a corequisite course may sometimes be taken in advance of the course for which it is a corequisite.)

Course descriptions are presented by subject heading with corresponding lettered course designator.

**Courses numbered 100-199:** These courses are typically introductory and/or freshman-level courses. Some may require assessment testing and/or completion of prerequisites prior to enrollment.

**Courses numbered 200 or higher:** Instruction in these courses assumes that students will have successfully completed one or more semesters of college level study prior to enrollment. Additionally, some courses may require one or more specific prerequisites.



## Accounting

### **AC 101 Accounting I 3-0-3**

An introduction to accounting procedures and principles covering the accounting cycle, accounting for a merchandising business, special journals, control over cash, receivables, and inventories. A grade of C- or higher must be achieved to continue with the next accounting course.

### **AC 102 Accounting II 3-0-3**

A continuation of the fundamentals of accounting concepts and procedures, including the following topics: depreciation, payroll, notes payable, bonds, partnerships and corporations. A grade of C- or higher must be achieved to continue with the next accounting course. (Prerequisite: a grade of C- or better in AC 101)

### **AC 205 Intermediate Accounting I 4-0-4**

A review of the overall accounting cycle, followed by an in-depth study of accounting concepts and FASB statements dealing with topics to include balance sheets, income statements, receivables, inventories, and cash flows. (Prerequisite: AC 102)

### **AC 206 Intermediate Accounting II 4-0-4**

A study of accounting principles dealing with asset acquisition and retirements, long term investments, current and contingent liabilities, debt securities and equity securities, capital structure of corporations, revenue recognition, and leases. (Prerequisite: AC 205)

### **AC 230 Taxes 4-0-4**

A study of the Internal Revenue Tax Code as it relates to individuals and small businesses. This course will include an examination of income recognition, deductions for and from AGI, tax credits, depreciation calculations and analysis of capital gains and losses. The student will apply this knowledge in preparation of income tax returns and related forms. (Prerequisite: AC 102 or permission of department head of Accounting)

### **AC 250 Cost Accounting 3-0-3**

Provides cost accounting fundamentals including manufacturing statements, job cost systems, process cost systems, standard costs and cost analysis. (Prerequisite: AC 102)

## Addiction Counseling

### **AD 115 Fundamentals of Criminal Justice-Oriented Addiction Treatment 3-0-3**

The course will focus on those modalities of addiction treatment that are conducted with the criminal justice population. The student will be prepared for employment in diversion programs, drug courts, prison-based treatment programs, multiple offender programs, prison-based halfway houses, therapeutic communities, methadone maintenance and other detoxification programs. Appropriate interaction with criminal justice/addiction treatment personnel will enable the student to work cooperatively within their shared systems. The writing of assessment and

global individual service plans for use in course and mandated treatment will be studied. Patient monitoring and logical consequences methodology for clients will be learned. (Prerequisites: CJ 101, AD 120 and MH 187)

### **AD 120 Survey of Addictive Behaviors and Treatment 3-0-3**

A study of addictive behaviors and treatment from a multi-modal presentation of historical, sociological, political and medical issues and their importance relative to the treatment of addictive behaviors in today's society.

### **AD 205 Fundamentals of Dependency Counseling Skills 3-0-3**

This course includes a comprehensive and detailed study of application both in documentation and treatment of the 12 core functions. Emphasis will be on preparation for on-site practice and for eventual state and national licensure and certification. (Prerequisite: AD 120 or permission of department head of Human Service)

### **AD 215 Internship: Orientation to Addictive Behaviors Counseling with Criminal Justice Clients 2-8-4**

This internship experience offers 30 hours of classroom-based clinical supervision in support of 125 hours of field work in an approved criminal justice addiction treatment setting. The student, supervised by a Licensed Alcohol and Drug counselor experienced in criminal justice treatment techniques will, through observation and actual clinical contact, practice the fundamental skills of counseling addictive behaviors with criminal justice clients. (Prerequisites: CJ 101, AD 120, MH 187, CJ 150, CJ 215 and AD 115, with a minimum combined GPA of 2.0)

### **AD 235 Physiology and Pharmacology of Addiction 3-0-3**

An in-depth study of psychopharmacological aspects of drugs is covered including a study of brain and body drug metabolism, medical complications and the treatment of psychiatric disorders as outlined in the DSM-IV. Alcohol and drug detoxification and sobriety maintenance and practices will be addressed. (Prerequisite: BI 120 or permission of department head of Human Service)

### **AD 270 Advanced Seminar in Addictive Behaviors Counseling 3-0-3**

A study of addictive behaviors counseling modalities and skills appropriate to the specific needs of varied client/patient populations in different treatment settings. Clinical case study will be directed toward familiarization with the process of state Licensed Alcohol and Drug Counseling (LADC) application, written case format submission, and the written and oral credentialing examinations. (Prerequisites: all AD courses; corequisite: AD 295)

### **AD 294 Internship I: Orientation to Addictive Behaviors Counseling\* 2-12-6**

The first internship experience offers 30 hours of classroom-based group clinical supervision in support of 180 hours of field work in an approved clinical setting. The student initially learns to integrate into an agency atmosphere within which they may research, observe, role-play and practice the fundamental skills of screening, intake, orientation,

assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, record keeping and consultation. (Prerequisites: AD 120, AD 205, HU 111, MH 187, PY 105, PY 220 and PY 283, with a combined major field GPA of 2.0)

#### **AD 295 Internship II: Orientation to Addictive Behaviors Counseling\* 2-12-6**

The second internship experience offers 30 hours of classroom-based group clinical in support of 180 hours of field work in an approved clinical setting. The student assumes increased responsibility culminating in substantial use of the fundamental skills of screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, record keeping and consultation in direct contact with clients/patients. A greater understanding of available treatment resources is accomplished via an inspection of the state-wide continuum-of-care. (Prerequisite: AD 294)

#### **AD 296 Addiction Practicum I\* 2-8-4**

The first internship experience offers 30 hours of classroom-based group clinical supervision in support of 125 hours of fieldwork in an approved clinical setting. The student initially learns to integrate into an agency atmosphere within which they may research, observe, role-play and practice the fundamental skills of screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, record keeping and consultation. (Prerequisites: AD 120, AD 205, HU 111, MH 187, PY 105 and PY 283, with a combined major field GPA of 2.0; PY 220 may be taken as a pre-or corequisite)

#### **AD 297 Addiction Practicum II\* 2-8-4**

The second internship experience offers 30 hours of classroom-based group clinical supervision in support of 125 hours of fieldwork in an approved clinical setting. The student assumes increased responsibility culminating in substantial use of the fundamental skills of screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, record keeping and consultation in direct contact with clients/patients. A greater understanding of available treatment resources is accomplished via an inspection of the state-wide continuum-of-care. (Prerequisite: AD 296)

**\* The student will also complete an interview with the practicum coordinator the semester prior to the first scheduled practicum. Special requests regarding practicum entrance may be brought to the department head by the student. Review of the requests will be made by the department faculty and special exemptions may be made for entrance into the practicum.**

## **Anthropology**

#### **AN 101 Introduction to Cultural Anthropology 3-0-3**

This course is an introduction to the perspectives, methods, and ideas of cultural anthropology and will analyze human diversity and similarities among people throughout the world, both western and non-western, through cross-cultural

comparison. Topics include: culture and society; ethnographic research; ethnocentrism and cultural relativism; how societies adapt to their environment; different forms of marriage and social relationships; male, female and other forms of gender; the social functions of religion; and the processes of social-cultural change.

#### **AN 210 Native American Studies I 3-0-3**

A study of North American Indian cultures from the lithic period to the 21st century. Origin of Native American civilization and development will be studied, including: lifeways, religion, ceremonies, arts and social organizations. The course will first focus on Mesoamerica during the pre-Columbian period. The study then proceeds to an in-depth review of the people/tribes of the Northeastern and southeastern woodlands and the Great Plains cultural area.

## **Animation and Graphic Game Programming**

**In addition to listed prerequisites, students must earn grades of "C-" or higher in each major course to progress in the program.**

#### **AG 101 Introduction to Game Design and Creation with Programming 2-3-3**

This course will focus on two major aspects of computer gaming. The first focus will be the overview of games and their development. Career paths in the entertainment field will be reviewed. Critical criteria for gaming success will be researched. Game design concepts to be covered include the history of game programming, game psychology, and creating a game design outline. The second focus will be the hands on development of games, with all their major features incorporated, using a scripting language, such as available in Adobe Flash. (Co-requisite: CP 107 or permission of instructor based on basic programming skills and a working knowledge of Windows operating system) **A grade of C- or higher must be achieved to meet the prerequisite criteria for subsequent major field courses.**

#### **AG 110 Math and Physics for Game Programmers 2-3-3**

Math and physics play key roles in game programming. Effective use of math is needed for code design, data structures utilization, using design patterns, developing artificial intelligence (AI), using scripting engines, controlling 3D pipelines and texture mapping development. Math is also needed to implement the physics utilized in Newton's laws and concepts of collisions and reactions. Programmed applications which use math and physics in game development will form the foundation for this hands on course. (Prerequisites: AG 101 and MT 124 or MT 133 or with permission of instructor. Alternatively, students may have completed or are taking at the same time higher level math courses which are MT 134 or MT 205 and have taken AG 101)

#### **AG 120 Advanced Topics in C# and C++ 2-3-3**

Object Oriented Programming (OOP) and its effective design will be the major focus of this course. Encapsulation, inheritance and polymorphism are the key components of

OOP to be emphasized. The language Microsoft .Net Framework C# will be initially introduced and reviewed to an intermediate level. The concepts of multithreaded programming will be explored. Side by side comparisons of both C++ and C# will be part of this hands on course. The effective use of C++ topics such as pointers, operator overloading, templates, recursion and the use of Microsoft .Net Framework will be covered. (Prerequisite: CP 107 or with permission of Program Coordinator for AGGP)

### **AG 130 Introduction to 2-D Game Development 2-3-3**

Microsoft Xbox 360 console systems will be programmed with the XNA development software using the C# programming language. The initial use of 2-D gaming environment provides a rich learning platform to test major aspects of game development. Such development includes game design, math and physics as well as the use of images and sound. Advanced topics such as the use of 3D and multiplayer: both a single system and networked systems will be introduced. Focus on team project development and presentation is utilized. (Prerequisite: AG 101 and Corequisite: AG 120 or with permission of Program Coordinator for AGGP)

### **AG 225 3-D Game Engine Application Development 2-3-3**

3-D games and the use of a 3-D engine to power these games are the standard practice in the computer game industry. It is standard practice in the game industry to use large libraries of code which comprise a game engine to power games. These code bases involve an interwoven mesh of different systems ranging from user input to networking and rendering. This course focuses on understanding the use and organization of these code bases to leverage the engine to build 3d game applications. Students will use commercially available industry engine(s) to understand major concepts and practices taught in this course. The majority of the work in this course will be hands-on with the selected engine(s). (Prerequisites: AG 101 and AG 110 and AG 130 or with permission of Program Coordinator for AGGP)

### **AG 235 Digital Art Modeling and Animation 2-3-3**

Introduction to the key aspects of graphic design and animation useful to game programmers will be covered using Autodesk 3ds Max. Game programmers and graphic artists must work together as a team and communicate each other's needs. Having a working knowledge of the development application typically used by the graphic artist will assist in that understanding. Models and meshes will be used to understand the animation process and the translation of these animations to the game engine. Topics include modeling of surfaces, textures and characters in games. Scripting will be covered as a means to aid the animations. (Prerequisite: AG 225 or permission of Program Coordinator for AGGP)

### **AG 250 DirectX Application Development with C++ 2-3-3**

DirectX is the most commonly used graphical Application Program Interface (API) in the gaming industry. DirectX and Managed DirectX APIs can be manipulated from several languages and scripts. This course focuses on C++ DirectX development on systems that use the Windows Operating System. The DirectX APIs act as a bridge for the hardware and the software to "talk" to each other. The DirectX APIs

give multimedia applications access to the advanced features of high-performance hardware such as three-dimensional (3-D) graphic acceleration chips, sound cards and input devices. Development with DirectX provides state of the art graphical results. Individual applications will be developed with DirectX. (Prerequisites: completion of all major AG courses in the first year and the second year fall semester or with permission of Program Coordinator for AGGP)

### **AG 290 Project Definition and Portfolio Specifications 1-0-1**

This course has two objectives for students. The first objective is to start each student's process to developing their own portfolio. This course achieves this first through explaining major concepts about the industry related to portfolios. By the end of the term, students are expected to have the start to a portfolio which could be shown to a prospective company for hiring or intern selection purposes. The second major objective of this course is to generate documentation for projects to be developed in AG 293. Students who will be taking part in off-campus spring internships will be selected. (Prerequisite: completion of all first year AG courses; co-requisite: second year fall semester AG courses; or permission of Program Coordinator for AGGP)

### **AG 292 Portfolio Development 2-3-3**

Critical to breaking into the game industry is the development and refinement of an impressive portfolio showing both team and individual content. The portfolio is the means to display one's skills and ability to work within a team. Each portfolio is developed as an individual student effort. AG 292 builds upon the work already started in AG 290. The lab in this course is devoted to a major portfolio piece or for students to be available for an internship off-campus. Students are expected to prepare a presentation of their work as part of this course. (Prerequisites: AG 290 Project Definition. Summary of all prerequisites: completion of all major AG courses in the first year of the curriculum and all major AGGP courses in the second year fall semester and Corequisites: additionally the student must be enrolled in all the AGGP courses for the spring semester of the second year curriculum or have completed these courses; or with permission of Program Coordinator for AGGP)

### **AG 293 Animation and Graphic Game Programming Project 1-4-3**

Students will be working on campus in team projects or off-campus on internships. Students will be creating projects based on the specifications developed in AG 290. The lab portion of this class is devoted for student project development. All work, either on-campus or off-campus, will be supervised by an NHTI instructor and students are expected to work at an industry performance level. Final team presentations of the work accomplished are part of this course. (Prerequisites: AG 290 Project Definition. Summary of all prerequisites: completion of all major AG courses in the first year of the curriculum and all major AG courses in the second year fall semester; co-requisites: additionally, the student must be enrolled in all the AG courses for the spring semester of the second year curriculum or have completed these courses; or with permission of Program Coordinator for AGGP)

# Architectural Engineering Technology

## Architectural Focus

### AR 101 AutoCAD 2D 3-0-3

This is an introductory course in Computer-Aided Drafting (CAD) for beginning students. Topics include drawing set-up, line drawing, text placement, orthographic drawing, basic editing, and dimensions. This hands-on course, using AutoCAD, focuses on the most common basic functions necessary to complete 2-D drawings including move, mirror, copy, offset, trace, OSNAP, distance, and more. Projects incorporate basic techniques of drawing and computer-aided drafting. This course is part of the CAD Certificate program. Note: Students are expected to be able to read and interpret architectural/engineering graphics to register for this course.

### AR 102 AutoCAD 3D 3-0-3

This course introduces students to architectural three-dimensional CAD applications, 3-D manipulation of entities and to create and control views in 3-D space through Isometric and perspective projections. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare basic architectural three-dimensional drawings and renderings. This course is part of the CAD certificate program. (Prerequisite: AR 101 or permission of department head of Architectural Engineering Technology)

### AR 103 Architectural Graphics and Sketching 2-2-3

The first semester is devoted to the basic ways of representing architectural ideas graphically through the development of sketching and computer-aided-drawing (CAD) skills. Architectural line techniques, lettering styles, geometric construction, principles of projection and drawing expression are the areas of early concentration. Architectural design issues are studied regarding residential planning and siting. The student produces floor plans, foundation plans, site plans, elevations, building sections, wall sections and details. An introductory structural analysis for foundation loading is explored. Production of drawings by sketching and CAD demonstrates the student's ability to perform. (Corequisite: AR 120) Note: CAD certificate students taking this course will not be required to register for AR 120.

### AR 104 Architectural Design Studio I 2-2-3

The student will study the architectural design for an institutional building that is designated for public use. The terrain is sloping and provides for a two-story sloped roof structure that employs current construction methods. The student begins study through the use of sketch-to-scale drawings. With an outline of design criteria and project guidelines, the student develops preliminary presentation drawings for floor plans, elevations and 3-dimensional views. As the student comes to know and appreciate the design, the emphasis shifts to a more in-depth understanding of the technology of construction. The student prepares construction documents for floor plans, elevations, building sections, wall sections and details. The preparation of preliminary drawings and construction documents include sketching to scale and drawings produced by CAD (Computer Aided Drafting & Design) AutoDesk software. The student

demonstrates competency by studying, discussing and producing these drawings and presenting them to the class as a way of working on relevant verbal skills. (Prerequisites: AR 103 and AR 120)

### AR 120 Materials and Methods of Construction 4-0-4

A survey of the materials used in building construction, the methods used in assembling these materials into structures, and the forces acting on structures. Included are the characteristics and properties of each material and their relative cost. Materials and methods studied include site work, concrete, masonry, metals, wood and plastics, thermal and moisture protection, doors and windows, and finishes.

### AR 150 Statics and Strength of Materials 3-2-4

A study of forces and the effect of forces upon structural members in a state of equilibrium. It is the study of internal stresses and deformations that result when structural members are subjected to external forces through loading. While lectures, and some labs, deal mainly with the theory of force analysis and force systems solutions, laboratory projects involve the application of various stress and strain measuring instruments on many materials used in construction. (Prerequisites: MT 133 and PH 133)

### AR 160 Introduction to Geographic Information Systems 2-2-3

An introduction to geographic information systems (GIC), global positioning systems (GPS), and ESRI's ArcGIS. Topics will include: basic GIS concepts; the structure and availability of GIS data in New Hampshire and beyond; the New Hampshire state GIS database (NH GRANT); creation of maps; editing and creation of GIS data; the use of GPS to collect information for use in GIS; GIS processing and analysis. The course will combine lectures, hands-on exercises, and an individual student project over the course of the semester. (Prerequisite: AR 101 with a grade of "C" or higher or permission of the Department Head of Architectural Engineering Technology)

### AR 191 AutoCAD Architecture 3-0-3

This course is designed for architects and other building professionals. Participants begin with a conceptual massing model and work in 2D or 3D or both at the same time to create a design and draft construction documents. AutoCAD® Architecture is built on traditional drawing tools of AutoCAD allowing students to create a building model with parametric architectural objects that behave according to real-world properties. Because all drawings derive from a single data set, they are perfectly coordinated and automatically updated throughout the entire design process. **Note:** students are expected to be able to read and interpret architectural/engineering graphics to register for this course.

### AR 192 Revit Architecture 3-0-3

Revit® Architecture, a parametric building modeler based on parametric technology, enables the user to make a change anywhere in the building project and it's automatically updated everywhere else in the project. The course focuses on building a foundation for the basic elements in the software. **Note:** students are expected to be able to read and interpret architectural/engineering graphics to register for this course.

### **AR 193 3D Viz 3-0-3**

This introductory course covers the concepts needed to work with 3D Studio Viz like the user interface, modeling concepts, scene creation, object creation, material creation, and mapping. After creating solid models, surfaces, lights, and materials, the focus will then be on rendered animations. Knowledge of 3D modeling concepts and familiarity with 2D AutoCAD is expected. (Prerequisites: AR 101 or permission of the department head of Architectural Engineering Technology)

### **AR 194 Microstation 3-0-3**

This is an introductory course in Computer-Aided Drafting (CAD) for beginning students using Microstation V8 software. Topics include drawing set-up, line drawing, text placement, basic editing and dimensions. The course structure focuses on the most common basic functions necessary to complete drawings including move, mirror, copy, offset, distance and more. Projects incorporate basic techniques of drawing and computer-aiding drafting. Note: students are expected to be able to read and interpret architectural/engineering graphics to register for this course.

### **AR 202 Architectural Design Studio II 2-2-3**

Emphasis is placed on an architectural design solution for a multi-story addition to existing buildings and preparation of construction documents for an institutional building. The student will study a multi-story steel or concrete framed and masonry enclosed structure. Floor plans, elevations, sections and details using materials typically used in construction today are sketched to scale and produced by CAD (Computer Aided Drafting & Design) AutoDesk software. Lectures relating to the basics of circulation, egress requirements, structural steel framing, masonry, codes, metal pan stairs, barrier-free design and handicap code requirements, fire protection, acoustics, glazing, curtain-wall systems, roofing and building energy conservation and sustainable strategies, supplement studio work. Students will study sustainable strategies and energy utilization through the use of energy modeling software. (Prerequisites: AR 103 and AR 104; corequisite: CV 240) **Note:** course not required of students in Architectural Engineering Technology - Civil Focus.

### **AR 250 Environmental Systems 3-0-3**

A survey of the environmental control methods and support systems used in contemporary buildings. Emphasis is placed on the fundamentals of each system and design of simple systems, and how they relate to energy utilization and conservation in building design. Students will use an energy modeling software to study the design of a building. Economic comparisons and cost/benefit ratios are also studied. (Prerequisite: PH 135) **Note:** course not required of students in Architectural Engineering Technology - Civil Focus.

### **AR 270 Construction Management 3-0-3**

A course dealing with the business phase of a construction project, from working drawings and specifications to final completion of the structure. Both the architect's or engineer's role and contractor's role in coordinating project activities are discussed. Also covered are cost control (estimating) and contractual arrangements, including recent innovations of the industry. The impacts of green,

sustainability, and energy conservation issues on construction management will be studied. Guest lectures and a field trip to an ongoing construction project will supplement classroom lectures. (Prerequisite: AR 202 or CV 201 and EN 125)

### **AR 297 Architectural Design Studio III 2-2-3**

The student chooses a project for the term to design from a collection of instructor-approved projects requiring real site considerations. By discussing the relevant design criteria with the instructor and selection of a hypothetical client outside of class, the student develops and refines the program of space requirements and acquires an appreciation of the in-depth functionality of architecture, especially space adjacency requirements. The study includes an analysis of a site, structure, codes, circulation, material usage, and sustainability and energy considerations. Schematic and preliminary designs, with an emphasis on sketching for study purposes, presentations drawings and construction documents are produced by CAD (Computer Aided Drafting & Design) AutoDesk software. Students build a study and final model, and are required to submit a progress report. An emphasis is placed on a thorough coordination of the work, application of current technology and application of the knowledge gained in the AET program. (Prerequisites: AR 202, AR 220, CV 240 and EN 125)

## **Architectural Engineering Technology Civil Focus**

### **CV 191 AutoCAD Land Desktop 3-0-3**

This course is an introduction to the use of computer aided drawing and design software (CAD) for the civil engineering discipline. Areas of application of the software within engineering include the use of projects, Prototypes, Point Labeling, and Digital Terrain Modeling. A basic introduction to the elements of roadway design will also be covered, including horizontal and vertical alignments, profiles and cross sections. (Prerequisite: AR 101 or permission of department head of Architectural Engineering Technology)

### **CV 192 AutoCAD Civil 3D 3-0-3**

This course explores how AutoCAD® Civil 3D software works in concert with AutoCAD Land Desktop software. The specific areas covered in this class include an in-depth coverage of the roadway design and site grading tools as well as the tools available to automate the drafting of pipe runs. The access to centralized project data through AutoCAD® Land Desktop enables students to effectively utilize the civil engineering add-on for generating drawings for a project. (Prerequisite: CV 191 or permission of department head of Architectural Engineering Technology)

### **CV 193 AutoCAD Map 3D 3-0-3**

This course introduces students to AutoCAD® Map 3D software. It offers a varied range of functionality, including powerful drawing management tools, drawing clean-up capabilities, topology creation and analysis, and GIS linking of drawing objects to internal or external databases. It also provides an interface to field surveying instruments through which field work is downloaded to produce point, symbols



and linework in an AutoCAD® drawing environment. (Prerequisite: CV 192 or permission of department head of Architectural Engineering Technology)

### **CV 201 Civil CAD 2-2-3**

This course is an introduction to the use of computer aided drawing and design software for the civil engineering discipline. Areas of application of the software within engineering include mapping, topography, site development, and subdivision. Within the field of highway design the student applies civil design software to detail roadway alignment and create final drawings of plan, profile and cross section. Laboratory time is typically for the student to generate designs and drawings with the support of the instructor. (Prerequisites: AR 104 and IT 102, or permission of department head of Architectural Engineering Technology)

### **CV 202 Soil Mechanics and Foundation Design 2-2-3**

This course deals with the fundamentals of soil mechanics. Topics covered include moisture-density relations, mechanical and chemical gradation properties, basic shear strength theory, permeability and compression. Lecture topics will be supplemented by field observations and lab work. Upon completion of this course, students will understand the essential elements of soil mechanics theory such that it may parlay into practical applications. (Prerequisites: AR 150 and CV 220 or permission of the department head)

### **CV 220 Surveying 2-3-3**

A course to familiarize students with the equipment, procedures, and methodology of modern surveying practice. Includes measurement of distance, elevation, angle, and direction "in the field" with both manual and electronic equipment. The methods of topographic, construction, and route surveying are also studied. Lastly, the student is taught to use software programs to aid in data collection, manipulation and map making. (Prerequisite: MT 133)

### **CV 235 Reinforced Concrete Design 2-3-3**

To learn the fundamentals of design and analysis of steel reinforced concrete structures including beams, floor and roof slab systems, columns, foundation footings, and structural walls. Design sketches, based on calculations and in accordance with the latest American Concrete Institute (ACI) Building Code Requirements, are prepared. Also a major laboratory project including designing, building and testing reinforced concrete beam is done by student teams. (Prerequisite: CV 240)

### **CV 240 Timber and Steel Design 3-2-4**

The study of structural steel and timber members that involves the design and analysis of beams with regard to bending, shear, and deflection. Columns are studied with respect to axial and eccentric loading. Miscellaneous structural elements such as beam bearing plates, column base plates, and welded and bolted connections are also designed. The student is taught first to make calculations manually, then with the aid of computer software. The laboratory time ( 2 hours per week ) is dedicated to a variety of activities where the student is fully involved not only in the design and analysis, but also in the construction and testing of timber and steel beams, columns, connections,

bracing systems, load packages and simple frames. Finally, the observations and results are documented through calculations, drawings, photos and CAD. (Prerequisite: AR 120 and AR 150)

### **CV 245 Hydrology/Drainage Design 3-0-3**

This is an entry-level course that will teach students the basics of stormwater drainage. They will learn how to delineate a watershed, apply runoff calculations to the watershed, and determine peak design flows. These design flows will then be used to instruct students in the basics of hydraulics as it pertains to stormwater flow. They will learn how storm drainage systems are planned and what components make up a drainage system. They will leave the course understanding stormwater flow in culverts, how to determine if a culvert is flowing with inlet or outlet control, and how to use nomographs in the selection of a particular culvert. Students will apply this knowledge to basic open channel flow and learn about erosion and sediment control. (Prerequisite: CV 220 with a grade of "C" or higher)

### **CV 297 Highway Design 3-2-4**

This course focuses on the highway design process, beginning with transportation requirements and soil mechanics and continuing with highway location, site planning, geometric design and pavement design. The knowledge gained equips students for project work. The course culminates with students' preparation (using CAD) and presentation of final engineering drawings of a section of roadway. This project is evaluated with respect to alignment, safety, aesthetic impact, construction cost and professional quality. Labs will involve the use of a soil testing lab and visits to nearby road construction sites will be scheduled. (Prerequisite: CV 220)

## **Biology**

### **BI 100 Introduction to Biology with Laboratory 3-2-4**

An introductory course in biology intended to satisfy the biology admission requirement for NHTI health-related degree and professional certificate programs. Topics include scientific method and measurement, cell structure and function, energy transformation, nutrient processing, gas exchange, circulatory systems, nervous systems, principles of homeostasis, and heredity. Laboratory exercises parallel lecture topics, and include microscopy, dissection, biochemistry, and physiological experimentation. (For institutional credit only; does not count toward graduation requirements but is calculated into GPA; not intended for transfer)

### **BI 108 Integrated Biology I 3-0-3**

This is the first part of a two-semester sequence (spring/summer) intended for students in the Practical Nursing program. This introductory course will cover the essentials of human anatomy and physiology and microbiology. Topics include all the major systems of the body, negative feedback control of homeostasis, acid/base balance, and fluids and electrolytes. Microbiology topics include principles of classification, morphology, cytology, physiology, and nutrition, as well as health-related effects of control measures, of major groups of microorganisms.

(Students must complete BI 108 with a grade of "C" or higher to progress to BI 109.)

#### **BI 109 - Integrated Biology II 2-0-2**

BI 109 is a continuation of BI 108, picking up where BI 108 leaves off in the discussion of the essentials of human anatomy and physiology and microbiology. (Prerequisite: completion of BI 108 with a grade of "C" or higher)

#### **BI 111 General Biology I 3-2-4**

Designed to provide the student with the basic principles of biology, including scientific method, cell structure, cellular biochemistry and energy transformations, and genetics. Laboratories are used to develop skills in scientific thought and common procedures used in biological experimentation. With BI 112, intended to provide a foundation for further study in life sciences. (Prerequisites: algebra I; high school level biology and chemistry, with labs)

#### **BI 112 General Biology II 3-2-4**

A continuation of BI 111. Includes a survey of the taxonomic groupings of life forms, as well as the principles of evolution and ecology. (Prerequisites: algebra I; high school level biology and chemistry, with labs)

#### **BI 115 Introduction to Ecology 3-2-4**

This course is designed to give non-science majors an opportunity to learn about the interactions between the physical and biological components of the environment. The lecture will provide a broad introduction to the organismal, population, community and ecosystem levels of ecological interaction. Instructional methods include readings, lecture/discussion, in-class applications, field observations and field research. The lab portion of this course will provide students with practical experience in ecological methods and in the design, conduct and analysis of ecological studies. Laboratory exercises are designed to correspond with major lecture topics. Exercises include laboratory and field studies; student should come prepared to be outside for most labs. (Prerequisites: high school biology with lab or BI 100 with a grade of "C" or higher and high school chemistry with lab or CH 100 with a grade of "C" or higher and high school algebra I or MT 103 and MT 104 with grades of "C" or higher)

#### **BI 116 Field Ornithology 3-2-4**

This course introduces the student to the biology of birds and the methods of modern field studies, identification, life histories, ecology, and behavior of birds, with an emphasis on local species. The course involves a major field component (i.e., observing and identifying birds in their natural habitats or "birding") complemented by investigations into aspects of bird biology and ecology, such as habitat use, bird morphology and flight, song, nesting and reproductive behavior, and migration. No previous experience with birds is expected. Lecture and lab may include demonstrations, discussion, and field trips. (High school biology strongly recommended or permission of the Department Head of Chemistry and Biological Sciences)

#### **BI 117 Introduction to Plant Biology 3-2-4**

An introduction to the structure and physiology of plants at the molecular, cellular and organismal levels; survey of major

plant groups and their evolutionary relationships; and the relationships of plants to humans and other organisms. (Prerequisite: high school level biology with lab with a grade of "C" or higher or NHTI's BI 100 with a grade of "C" or higher)

#### **BI 120 Human Biology 3-2-4**

A brief summary of human anatomical structure and physiological systems designed to provide students with the knowledge and perspective necessary to work in their chosen fields. (Prerequisite: high school biology recommended)

#### **BI 122 Basic Pathophysiology 3-0-3**

A course designed to provide the student with an understanding of the various mechanisms by which human diseases develop. Includes a survey of common disorders involving each of the major body systems. (Prerequisite: BI 120 or BI 195 and 196)

#### **BI 123 The Biology of Human Reproduction (3-0-3)**

This is an introductory course intended to give an appreciation for the importance of the following areas of reproduction: male and female anatomy and development, sexual differentiation, puberty, menstruation, parturition, lactation, assisted reproductive technologies, birth control methods, and menopause. (Recommended: high school level [or higher] biology)

#### **BI 125 Human Genetics and Society 3-2-4**

This course is an introduction to genetics for students not majoring in the sciences. The student will be introduced to the basic principles of Mendelian and molecular genetics and will apply these principles to human genetic traits. Causes and treatments of common inherited diseases will be discussed as well as genetic technologies and their applications (recombinant DNA technology, genetic engineering, in vitro fertilization). The associated ethical and social issues will also be examined. Lab component to complement lecture. (Recommended: high school level [or higher] biology)

#### **BI 159 Personal Nutrition 3-2-4**

An introductory course including laboratory for the individual interested in nutrition as a tool for personal health promotion and disease prevention. Incorporates basic principles of nutrition with discussions of contemporary issues. Laboratory exercises allow for exploration of lecture topics and will include scientific method, food analysis, diet analysis and nutritional lifestyle analysis. (Prerequisite: high school biology recommended)

#### **BI 180 Tropical Ecology and Conservation 3-2-4**

This introductory level course is designed to introduce the student, through academic study and real experience, to the ecology, natural history, and conservation programs at work in Costa Rica. The classroom (on-line) portion of the course will prepare the student through studies of major ecological principles, tropical ecology in general and of Costa Rica specifically, and the major ecosystems of Costa Rica. The historical, economic, and cultural aspects of Costa Rica and their relationship to resource conservation efforts will be examined. The culmination of the course will be a nine-day

travel experience to Costa Rica, where the class will visit several major ecological systems and conservation areas. The laboratory portion of the course will consist of the nine-day excursion to Costa Rica through the NHTI-sponsored Culture Quest trip. The travel portion of this course is a major part of the laboratory component and is required. During the time in Costa Rica, students will apply what they have learned to understand the different ecosystems visited, identify tropical plants and animals, and appreciate the threats to and efforts to conserve the unique biodiversity of Costa Rica.

(Prerequisite: High school biology with lab with a grade of "C" or higher and high school chemistry with lab with a grade of "C" or higher.) **[Students should note that the cost of the trip to Costa Rica is not included in the tuition for this course. Students are responsible for all costs of this trip.]**

#### **BI 195 Anatomy and Physiology I 3-2-4**

An introduction to the structure and function of the human body. Includes elementary cytophysiology, histology, and anatomy and physiology of the integumentary system, skeletal system, muscular system, nervous system, and special senses. Laboratory work parallels lecture topics, and includes microscopy, study of human anatomical models, dissection of preserved animals, and physiological experimentation. (Prerequisite: high school biology with lab and high school chemistry with lab, each with a grade of "C" or higher, or permission of the Department Head of Chemistry and Biological Sciences)

#### **BI 196 Anatomy and Physiology II 3-2-4**

A continuation of BI 195. Includes anatomy and physiology of the endocrine system, circulatory system, immune system, respiratory system, digestive system, excretory system, and reproductive system. Other topics covered include nutrition and metabolism, acid/base balance, fluid and electrolyte balance, and genetics. Laboratory work parallels lecture topics, and include microscopy, study of human anatomical models, dissection of preserved animals, and physiological experimentation. (Prerequisite: BI 195 with a grade of "C" or higher or permission of department head of Chemistry and Biological Sciences)

#### **BI 202 Microbiology 3-3-4**

Lectures focus on three major areas: 1) basic concepts of microbiology, including morphology and physiology of prokaryotes, eukaryotes, and viruses; 2) host resistance to disease and immunology; and 3) epidemiology of selected diseases caused by bacteria, viruses, fungi, protozoa, and parasitic worms. Labs also focus on three major areas: 1) basic skills such as staining, microscopy, and isolation techniques; 2) bacterial physiology as is pertinent to identification of bacterial species; and 3) control of microorganisms via chemotherapeutic agents, physical means and chemical disinfectants. (Prerequisite: BI 196 with a grade of "C" or higher)

#### **BI 211 Genetics 3-2-4**

A lab course intended to enhance a student's knowledge of basic genetics and to provide the foundation necessary for further studies in molecular biology, cell biology, evolution, systematics, and behavior. Topics covered will include Mendelian genetics, molecular genetics, immunogenetics, genetics of cancer and population genetics. (Prerequisites: BI

111, or BI 195, or BI 202, and MT 124 or equivalent; or permission of department head of Chemistry & Biological Sciences)

#### **BI 212 Ecology 3-2-4**

Investigations into the biological and physical factors affecting the distribution, abundance, and adaptations of organisms. Interrelationships at the population, community, and ecosystem levels will be studied. (Prerequisites: BI 111, BI 112 and MT 124; MT 251 recommended; or permission of department head of Chemistry and Biological Sciences)

#### **BI 215 Freshwater Ecology 3-2-4**

This course enhances students' understanding of ecology, and introduces them to the biological, chemical, and physical properties of lakes, streams, and wetlands as they relate to the structure and function of freshwater ecosystems. Students will gain an understanding of freshwater environmental concerns and experience in water quality assessment. The course will also cover topics in sustainability, management, and rehabilitation of natural aquatic environments in relation to human impact. (Prerequisite: BI 111 or BI 112 or BI 115 with a grade of "C" or higher)

#### **BI 222 Pathophysiology 3-0-3**

A course that provides the allied health student with an understanding of disease processes by building on the student's knowledge of normal anatomy and physiology. Common disorders of major body systems are discussed relative to the mechanisms by which they develop and their effects on homeostasis. (Prerequisite: BI 196 or permission of department head of Chemistry and Biological Sciences)

#### **BI 229 Nutrition in Exercise and Sports 3-0-3**

This course introduces the student to nutrition as it relates to the improvement or optimization of physical performance. Dietary interventions for strength and endurance exercise training and sporting event participation will be thoroughly investigated. Special emphasis will be placed on weight management; the reduction, maintenance and gain of body mass. (Prerequisites: BI 195 & 196, or BI 159 or equivalent)

#### **BI 259 Normal and Therapeutic Nutrition 4-0-4**

An introductory course in normal and therapeutic nutrition designed for students in allied health programs. Focuses on the application of basic principles of nutrition to health promotion and disease prevention, as well as the role of nutritional intervention as a therapeutic tool in specific pathologies. Includes discussion of contemporary issues in nutrition. (Prerequisites: BI 159 or permission of department head of Chemistry and Biological Sciences.)

#### **BI 279 Life Cycle Nutrition 3-0-3**

Focuses on nutritional needs of the growing, developing human from conception to old age, with particular emphasis on the nutritional needs of infants, children, adolescents, adults, women and aging adults. (Prerequisite: BI 259 or permission of department head of Chemistry and Biological Sciences.)

## Business Administration

### **BU 101 Introduction to Business 3-0-3**

An introduction to the general concepts of business, including organization, forms of ownership, finance, management, marketing, production and the relationship between business and society. The current business climate and attitudes will also be examined through the use of business publications and articles.

### **BU 120 Principles of Banking 3-0-3**

A descriptive course presenting the fundamentals of banking functions. Topics include banks and the monetary system, negotiable instruments, the relationship of the commercial bank to its depositors, types of bank accounts, the deposit function, the payments function, bank loans and investments, other banking services, bank accounting and marketing, external and internal controls, and the public service obligations of banks.

### **BU 121 Money and Banking 3-0-3**

This course presents the practical application of the economics of money and banking to the individual bank. Coverage is given to the structure of the commercial banking system, the nature and functions of money, banks and the money supply, cash assets and liquidity management, bank investments, loans, earnings, and capital, the Federal Reserve System and its policies and operations, Treasury Department operations and the changing national monetary system.

### **BU 152 Foundations of Leadership 3-0-3**

In this course, students will examine the outlook, skills, and behavior essential to successful leadership. Topics include leadership theory, motivation, group dynamics, communication, management, status, power and politics, as well as organization culture and ethics. Students will develop an approach to the leadership style that works for them while at the same time exploring techniques to develop leadership skills in others. The focus of the course is to bridge the distance between leadership theory and management practice.

### **BU 170 Principles of Marketing 3-0-3**

An introductory course presenting such topics as the seven managerial functions of marketing, problem-solving, decision-making, marketing research, ethics in marketing, new product development, price determination, marketing channels and advertising.

### **BU 174 Principles of Sales 3-0-3**

A study of the selling process as it relates to training professional sales people and the basic elements of the persuasion process. A systematic approach will be used to develop techniques to adjust to individual styles. Students will also study the tasks of the sales manager and techniques which are used to hire, train, and compensate the sales force. (Prerequisite: BU 170)

### **BU 180 Principles of Retailing 3-0-3**

This course provides the basis for understanding the world of

retailing. Topics include retail strategy, store location, buying merchandise, assortment planning, inventory management, retailing, customer service and store layout. (Prerequisite: BU 170)

### **BU 220 Entrepreneurship 3-0-3**

The course provides an overview of the excitement and challenges of starting a new venture. It examines the issues of developing a new venture and the concerns in managing the venture once it becomes operational. The course will help the new entrepreneur explore the environment for new opportunities; help the new entrepreneur match her/his skills with new opportunities; and examine the viability of the new venture and the possibilities of financing. Finally, a series of cases will be examined that illustrate why some new ventures become successful and why some do not. (Prerequisite: BU 170)

### **BU 221 Health Care Management in the U.S. 3-0-3**

This course will examine health care trends within the United States. The focus will be on the evolving nature of health care and current debates. Students will explore such topics as: history of health care, hospital reorganization, care delivery settings, administrative and caregiver role changes, reimbursement, managed care and governmental interventions.

### **BU 225 Business Law I 3-0-3**

Law I is the study of the fundamental principles of law as they apply in the business world. The course examines legal rights and remedies and contracts. Students will gain a detailed understanding of the law of Torts and Contracts, and will learn business law through related textbook readings and research on the Internet. This course emphasizes the relationship of business law to an individual's personal life as well as occupational life. Applications of the laws as they affect the individual in a moral society are featured.

### **BU 226 Business Law II 3-0-3**

Focuses on various forms of legal entities and Articles 2 and 9 of the UCC. The major laws governing securities, entities, antitrust, bankruptcy, and environmental issues are reviewed. Special emphasis is given to the legal liability of the professional. This course is designed for the future business manager, entrepreneur, or professional who wishes to have information regarding laws governing business. (Prerequisite: BU 225)

### **BU 240 Small Business Management 3-0-3**

This course is designed for the student who is primarily interested in the ownership and management of the small business enterprise. It examines and analyzes the managerial functions of planning, organizing, staffing, direction, and controlling as applied to the small business. Students also study retailing, wholesaling, manufacturing, and service type business organizations. (Prerequisite: AC 101 or BU 101)

### **BU 242 Business Ethics 3-0-3**

An introductory study of classical and contemporary ethical philosophies and how these philosophies apply to current business practices. The course stresses analytical and problem solving skills to comprehend the ethical dimensions

of business relationships: employer and employee; managers to owners; manufacturers to consumers; and corporations to the environment. **This course does not meet the requirement for PI 242 Ethics or any other humanities elective.** (Prerequisite: BU 101)

#### **BU 245 Organizational Behavior 3-0-3**

This course helps students to develop a more complete understanding of the distinctively human dimensions of management. Emphasis is placed upon the allocation of theory to real world problems as well as the development of interpersonal skills. Topics include such issues as motivation, leadership, group dynamics, and interpersonal communication. (Prerequisite: BU 152 or BU 270)

#### **BU 250 Principles of Finance 3-0-3**

A study of the planning and control involved in financial statement analysis, working capital management, cash budgets, cash flows, and break-even analysis within a corporate environment. (Prerequisite: AC 102)

#### **BU 255 Personal Financial Planning 3-0-3**

Provides an effective learning experience in personal finance. Emphasis is on helping students make sound financial decisions in the areas of budgeting, insurance, taxes, credit, investment, real estate, and retirement planning. (Prerequisite: AC 101 or BU 101)

#### **BU 257 Investments 3-0-3**

This course introduces students to the world of investments, including various types of investment vehicles, techniques, and strategies. Students will study the investment environment, role and scope of investments, risk and return, and types of investment markets and transactions. Traditional short- and long-term investment instruments will be analyzed; higher-risk, more complex investments will also be reviewed. (Prerequisite: AC 102; BU 250 strongly recommended)

#### **BU 261 Advertising 3-0-3**

This course provides a thorough introduction to many aspects of advertising. Discussion includes how advertising is created, the media in which it appears, and the laws and ethics governing advertising professionals. Careers in advertising are also discussed. (Prerequisite: BU 170)

#### **BU 262 Consumer Behavior 3-0-3**

In this course, students concentrate on the ultimate or final user, examining anticipatory and consummatory, rational and emotional, instinctive and collectivist behavioral variables in the light of conceptual contributions from economics, psychology, sociology, and anthropology. (Prerequisite: BU 170)

#### **BU 265 Marketing Research 4-0-4**

In this course, students learn to develop the information necessary for marketing decision-making. The course emphasizes a management-oriented analysis of marketing phenomena including the following: identifying and defining marketing problems; designing research; acquiring information; evaluating data; and presenting research in a professional and ethical manner. The purpose of this course

is three-fold: 1) to familiarize the student with the commonly used techniques in the collection and analysis of marketing research information; 2) to have the student gain perspective and practice in applying these techniques and report findings through a research project; and 3) to develop an understanding of decision-making in marketing, its inherent difficulties and pitfalls and the importance of information in marketing research. (Prerequisite: BU 170)

#### **BU 270 Principles of Management 4-0-4**

The course provides an understanding and appreciation of organizational structures and the role of the manager within these structures, with emphasis on the influence of the social sciences upon current management theory. (BU 152 recommended prior to taking BU 270)

#### **BU 273 Human Resource Management 3-0-3**

A study of human resource management including the evolution of the personnel process, organizational models, leadership patterns, and issues touching upon planning, assessment, staffing, training, development, and environmental issues. Emphasis is placed on the application of theory and practice so that students will gain a useful understanding of human resource management whether they seek careers in that field or in other disciplines. (Prerequisite: BU 152 or BU 270)

#### **BU 275 Labor-Management Relations 3-0-3**

The development of unions, collective bargaining, labor legislation, the main issues confronting labor and management (e.g. OSHA, pension plans, rights of public employees and productivity) constitutes the initial part of the course. The practical aspects of the course are covered through an intensive study of the negotiation, grievance procedure, arbitration, conflict resolution and behavioral aspects of union and management. The course includes cases in which students must prepare and, where possible, role play collective bargaining and union-management positions. (Prerequisite: BU 273 strongly recommended)

#### **BU 278 International Business 3-0-3**

This course provides an overview of international business: organizational, social, cultural, and economic variables that create change in the international marketplace. Includes exchange rates, resource allocation, import quotas and export controls, balance of payments, and free trade versus protectionism. (Prerequisites: BU 101)

#### **BU 280 Marketing Management 3-0-3**

This course enhances student knowledge and skill in specialized topic areas, including new product development, direct marketing, media selection, copy creation, advanced marketing, research techniques, sales communication and interaction. All students write in-depth research reports. (Prerequisite: BU 170; Senior standing required)

#### **BU 290 Management Internship 0-9-3**

Students in this course engage in individually supervised employment within an area of management requiring applications of management theory and principles to the work environment. Students must work at least ten hours per week on the job, meet periodically with a supervising

faculty member, research related literature in the employment field, and prepare a substantive report on the work experience and the studies involved. This course is limited to seniors and requires the approval of a supervising faculty member and the Department Head. (Prerequisite: 2.8 G.P.A. and approval of department head of Business Administration)

#### **BU 293 Managerial Decision-Making 2-2-3**

This course is designed to be a capstone course for Business Administration students to enhance and practice their critical thinking and management skills. Students will be expected to use their previously acquired expertise (in, e.g., marketing, supervision, accounting and management) and apply that to case studies and computer simulations of companies, both individually and in teams. The course will be conducted through student presentations and execution of a multi-year computer-based simulation. (Prerequisites: AC 101, BU 101, BU 170 and BU 152 or BU 270)

#### **BU 295 Marketing Internship 0-9-3**

In this supervised internship, students apply the principles of marketing in a position requiring at least ten hours per week. This course requires a written report and is open to seniors. Students must have the approval of the supervising faculty member and the Department Head. (Prerequisites: 2.8 G.P.A. and approval of department head of Business Administration)

## **Chemistry**

#### **CH 100 Introductory Chemistry 3-2-4**

An introductory course in chemistry intended to satisfy the chemistry admission requirement for NHTI health-related degree and certificate programs. Consideration will be given to fundamental atomic theory, chemical arithmetic, kinetic theory, solution chemistry, acids, bases and salts, and introductory organic chemistry. Lab included. (Proficiency with the mathematical operations of high school algebra I or MT 103 strongly recommended) (For institutional credit only; does not count toward graduation requirements but is calculated into GPA; not intended for transfer)

#### **CH 103 General Chemistry I 3-2-4**

Fundamental laws and concepts of chemistry, including elements, atomic structure, the periodic table, chemical bonding, compounds, chemical equations, and stoichiometry. Laboratories are used to reinforce concepts presented in lectures and to develop skills in scientific thought and common procedures used in chemical experimentation. With CH 104, intended to provide a foundation for further study in life sciences and physical sciences. (Prerequisites: high school chemistry with lab, algebra, and ability to use exponents and logarithms)

#### **CH 104 General Chemistry II 3-2-4**

A continuation of CH 103. Topics include gases and gas laws, solutions, acid-base chemistry, oxidation-reduction reactions, chemical equilibrium and thermodynamics. Also includes an introduction to organic chemistry and biochemistry. Laboratories are used to reinforce concepts presented in lectures and to develop skills in scientific

thought and common procedures used in chemical experimentation. (Prerequisite: CH 103 or permission of department head of Chemistry and Biological Sciences)

#### **CH 105 Chemistry 3-2-4**

This is an introductory chemistry course in which the fundamental principles of the subject are developed. Included are topics in atomic structure, chemical bonding, periodic table, solutions, reactions, corrosion, and an introduction to organic chemistry. Appropriate laboratory experiments will complement the lectures. (Prerequisite: Algebra I)

#### **CH 110 Introduction to Biochemistry 3-2-4**

A course designed to provide allied health students with the basic principles of the chemistry of living processes. Includes the study of macromolecules, metabolic pathways, energy transformations, and enzyme action. (Prerequisite: high school chemistry with lab or permission of department head of Chemistry and Biological Sciences)

#### **CH 120 Introduction to Forensic Science 3-2-4**

An introduction to the expanding field of forensic science. This course emphasizes forensic methodologies and the importance of proper collection and handling of specimens to ensure the integrity of evidence collected at crime scenes. Although primarily a chemistry course, aspects of biology, physics, geology and various medical fields will be incorporated into instruction. Lab.

#### **CH 205 Organic Chemistry 3-3-4**

An introduction to the nomenclature, structure, and reactions of organic compounds. Lab. (Prerequisites: CH 103 and 104, or CH 105, or permission of department head of Chemistry and Biological Sciences)

## **Community Social Service**

#### **CS 111 Introduction to Community Social Services 3-0-3**

Provides an introduction to the history of care provided to people with a variety of disabilities and challenges. Presents and describes the principles of community integration and social role valorization, discusses client rights, quality of life, guardianship, and emerging issues in community social services. Presents a model for evaluating the quality of community social services.

#### **CS 112 Supportive Communication Skills 4-0-4**

A study of the knowledge, skill, and personal characteristics that are needed in today's professional world of helping careers will be examined. Students will learn the purpose and skill of interpersonal communication techniques through various didactic and experiential methods. Coverage will include documentation, verbal and nonverbal communication, along with time management, self management, and successful work practices. Dynamics of human behavior, culture, and specific needs seen in the workplace will be explored.

#### **CS 115 Learning and Behavior 3-0-3**

This course discusses the history and principles of

behaviorism and presents a learning theory and teaching techniques based on positive behavioral principles. Presentation and discussion focus on the ethical and client rights issues of positive behavior change, and recent trends and techniques for applying learning principles in a variety of settings. (Prerequisite: CS 111 and PY 105)

#### **CS 116 Assessment and Individual Planning 3-0-3**

This course reviews the process for designing and implementing support for human service consumers. Presentation and discussion will include current and evolving models for assessment and planning, as well as the factors that influence achievement of individual plans. (Prerequisites: CS 111, CS 115, PY 105, PY 110)

#### **CS 117 Community Social Service Practicum 2-8-4**

This course is designed to provide initial experience with human services programs, agencies, and their customers. The student will develop professionally and will survey human services agencies and programs. The course will focus on issues of professionalism, ethics, the development of interviewing skills, and the analysis of case studies. Students will be expected to become familiar with a variety of agencies or programs. Guest speakers, consumers, and others may be invited to introduce students to their particular area of human services. A total of 125 hours will be spent in the field to meet the course requirement. (Prerequisites: CS 111, CS 112, CS 115, CS 116)

## **Computer Aided Design**

**These are individual courses and are not part of any program.**

#### **CD 101 CAD I 1-3-2**

Basic Training in the use of Computer Aided Drawing (CAD) including entity creation, editing, dimensioning, file management, and plotting. A "hands on" approach will be taken while using PC based AutoCAD software. Applications will be taken from a variety of disciplines. **This course does not meet requirements for the MET/MFT programs.**

#### **CD 102 CAD II 1-3-2**

A continuation of CD 101 into more advanced concepts in Computer Aided Drawing. Topics include wire frame, surface and solid modeling as well as techniques to improve productivity. **This course does not meet requirements for MET/MFT programs.** (Prerequisite: CD 101)

#### **CD 103 CAD III 1-3-2**

This course is a continuation CD 101 and CD 102. Emphasis is placed on 3-D parametric solid modeling using Autodesk Mechanical Desktop. Student will develop skills and utilize techniques to produce geometric profiles that serve as a database for the production of 3-D models, working drawings, bill of materials and exploded views of assembled models. **This course does not meet requirements for MET/MFT programs.** (Prerequisites: CD 101 and CD102)

## **Computer Engineering Technology**

**In addition to listed prerequisites, students must earn grades of "C-" or higher in each course to progress in the program.**

#### **CP 107 Introduction to Programming with C++ 2-3-3**

Introduces the student to program design using the language C++. No prior knowledge of programming is assumed. Focuses on effective structured design of code with variables, decisions, loops, functions, arrays and introduction of pointers. Use of professional programming design approaches and coding style will be used in laboratory assignments. Completion of this course provides the programming design skills to continue on with the study of the language C++ or other computer languages. **A grade of C- or higher must be achieved to meet the prerequisite criteria for subsequent major field courses.**

#### **CP 215 Integrated Circuits and Interfacing 3-3-4**

For CPET and other NON-EET majors, this course supplements EL 115 (Digital Fundamentals) with basic linear and interface electronics. Topics covered include simple power supplies, op-amps, stepper motors, A/D & D/A conversion, and interfacing a computer bus. Advanced digital topics such as synchronous logic, programmable logic devices and Digital Signal Processing will also be covered. The labs demonstrate real world implementation of otherwise abstract academic concepts. Fluency with the use of test equipment and debugging skills will also be stressed in the laboratory environment. (Prerequisites: EL 101 and EL 115 or permission of department head of Computer Engineering Technology)

#### **CP 222 Data Communications and Internetworking 3-3-4**

This course provides the student knowledge and skills in a wide range of topics covering data communications, packet transmission and the Internet. Data communications subtopics include transmission media, serial communications, error detection & correction schemes, data security and signal processing required for long distance communications. Packet transmission subtopics include local area networks, hardware addressing, LAN building blocks, and wide area networks. Internetworking subtopics include TCP/IP communication stack, ISO 7-layer communication stack, network addressing, Internet protocol (IP), address resolution protocol (ARP), Internet control message protocol (ICMP), IP routing protocols, transport control protocol (TCP), user datagram protocol (UDP), and client-server API. (Prerequisites: CP 107 and CP 235; corequisites: CP 240, CP 252 recommended; or permission of department head of Computer Engineering Technology)

#### **CP 235 Algorithms With Object Oriented Programming 3-3-4**

This course focuses on the development, implementation and analysis of algorithms developed with object oriented design. Object oriented programming (OOP) techniques will be used to solve algorithms such as stacks, queues and linked lists. Concepts such as priority ranked data and object containers as well as circular queues will be covered. Sorting, data manipulation and retrieval will be covered. Languages which support OOP will be used as the learning method. Both

C++ and Java will be used. This course covers intermediate and advanced topics with extensive hands on programming. Key OOP foundation capabilities of data abstractions, inheritance and polymorphism will be covered. Topics in C++ specifically covered will be pointers, operator overloading and multiple inheritance. (Prerequisite: CP 107; or permission of department head of Computer Engineering Technology)

#### **CP 240 Programming for Windows Operating Systems 3-3-4**

The Microsoft Windows API and Microsoft.Net Framework will be covered from Windows Applications to full utilization of the Internet. Microsoft Visual Studio.Net with its intergraded development environment will be studied and utilized. Topics include Windows services, DLLs, accessing databases using ADO.NET, programming for the internet using ASP.NET, .NET assemblies, and advanced features of programming languages used to access the Widows API and .NET platform. Experience will be gained using extensive hands-on laboratory assignments. (Prerequisites: CP 107 and CP 235 or permission of department head of Computer Engineering Technology based on having introductory programming skills with languages such as Java, C++ or classic Visual Basic)

#### **CP 252 Networking and Internet Technologies 3-3-4**

This course provides the student knowledge and skills in a diverse range of topics including structured query language (SQL), client-server programming, selected internet applications and LAMP (Linux, Apache, MySQL and PHP). SQL subtopics include relational database concepts, the SQL language and relational database design. Client server programming is studied in C++ using socket APIs and Java using socket classes. Selected internet applications include domain name system (DNS), hyper-text transfer protocol (HTTP) and file transfer protocol (FTP). LAMP topics include a Linux overview, Apache web server configuration, dynamic web pages using PHP and MySQL relational database. Each student is also required to define, implement, demonstrate and present a networking project during the last several weeks of the course. (Prerequisites: CP 107 and CP 235 or permission of department head of Computer Engineering Technology)

#### **CP 260 Computer Real Time Interfacing 3-3-4**

Interfacing computers to the outside world is the focus of this course. Computers are commonly used to gather data and to control processes in medical equipment, research projects and manufacturing. The course content focuses on practical real time (fast response) and multithreaded programming techniques used in interfacing with computer inputs and outputs. The course is divided into two major parts. First, a programmable logic controller industrial computer using the language relay ladder logic (Boolean algebra based) is used to teach the fundamentals of real time control. The second part covers multithreading programming techniques and issues including resource sharing, deadlock, critical sections, mutexes, and events. A final project is presented to the class. (Prerequisite: CP 107; corequisite: CP 235; or permission of department head of Computer Engineering Technology based on introductory knowledge of C++ or Java)

#### **CP 301 Computer Project Definition 1-0-1**

Students will elect this course as a first phase to Computer Project CP 303. During this course a student selects a project which is either provided by an industrial sponsor or chosen by the student. The selections are made with the guidance and approval of the instructor. The student will meet with the sponsor to initiate the project and then will write a specification to define the project. (Prerequisite: CP 107 and Corequisites: CP 235 and CP 260; or permission of department head of Computer Engineering Technology)

#### **CP 303 Computer Project 1-4-3**

The student will complete the project defined in CP 301 while maintaining logbook documentation, providing the advisor with progress reports. In addition, a formal oral presentation describing the project and a demonstration is required. (Prerequisites: CP 301 during the preceding semester, CP 107, CP 235 and CP 260; or permission of department head of Computer Engineering Technology. Strongly recommend having previously taken or to be concurrently taking CP 222, CP 240 and CP 252.)

## **Criminal Justice**

#### **CJ 101 Introduction to Criminal Justice 3-0-3**

This course presents the history, development and current status of the criminal justice system in the United States, and the challenges it faces. When appropriate, the opportunity is taken to visit relevant agencies.

#### **CJ 121 Criminal Procedure 4-0-4**

This course analyzes the constitutional issues in the United States which have direct bearing on the role and policies of criminal justice agencies. Application of these issues as they relate to investigation, arrest, pre-trial and appeal will be emphasized. The course is a combination of the case law and lecture method.

#### **CJ 123 Criminal Law 4-0-4**

This course combines an examination of the historical origins and development of criminal law as a form of social control. It will include the general principles of constitutional and statutory factors as they pertain to criminal liability, defenses to criminal charges and sentences. The final emphasis is placed on the substantive aspect of criminal law and how it differs from civil law.

#### **CJ 150 Criminology 3-0-3**

This course is a detailed analysis of the development of criminological theory, embracing the contributing disciplines of biology, psychology, sociology, political science and integrated theory combining those disciplines. Attention is also paid to the offender/victim relationship.

#### **CJ 205 Police Administration and Operations 3-0-3**

This course covers the principles of police organization, administration, along with community policing, as well as the selection, training, promotion and socialization of officers. It deals with the conflicting roles that the police and individual officers face in today's society as part of the justice system. It also examines issues involving the influence of research,



police deviance, minorities, the use of force, and the general hazards of police work.

### **CJ 210 Juvenile Justice Administration 3-0-3**

Theories, causation and prevention programs are studied. Rehabilitative theories and treatment programs of public institutions and public and private agencies are included. Case studies are made available to the student for analysis. Adolescent behavior, peer pressure, and the role of the family will be examined.

### **CJ 215 Corrections Operations 3-0-3**

This course is a study of correctional processes and services, standards, personnel and principles of management; allocation of resources, training and staffing; the role of sentencing and work release programs; special programs and the use of outside contracts.

### **CJ 225 Drug Abuse and the Law 3-0-3**

In the first part of this course, the historical use of the major drug groups (including alcohol) will be reviewed. In the second part, the reaction of the criminal justice system to illegal involvement with drugs and alcohol and methods of treating substance abusers will be reviewed.

### **CJ 230 Justice and the Community 3-0-3**

This course deals with the interaction of the various components of the justice system with the community. It involves an analysis of the way the work of police departments, courts, correctional institutions and community corrections agencies appear to the public. The image of the justice system in the media is examined: specific attention is paid to the issues of the young, minorities and community organizations.

### **CJ 270 Internship 0-9-3**

The internship offers the student the opportunity to put learned theory to practical application. The student is responsible for seeking out the agency placement, with the assistance of the course instructor. The internship requires the completion of a mandatory minimum number of hours. A log is kept, and the final grade is based on a combination of the log, supervising agency assessment, and final analytical report.

### **CJ 275 Senior Project 3-0-3**

In this course, through on-going and individualized contact with the supervising instructor, the student develops a topic pre-approved through a prospectus presented to the instructor. The student may develop any topic raised in any major class and is not limited by category. Empirical studies, surveys, literature reviews are among the acceptable categories of research. The final grade is determined by a review of the final product and the extent to which the student has followed the course guidelines.

### **HSCT 101 Introduction to Homeland Security (3-0-3)**

This course will introduce students to the study of the agencies necessary for the protection of the United States and the relationships among them. It will examine the individual and cooperative roles of federal, state, and local law enforcement agencies, as well as the roles of private

security agencies and first responders, in implementing the Homeland Security Act. (Open to current TSA Employees only.)

### **HSCT 105 Intelligence Analysis and Security Management 3-0-3**

This course provides an overview of national intelligence community operations and the collection and analysis of information. Students will see how the resulting intelligence products help provide a common operating picture for security management at all levels of government. Students will develop an understanding of the methods for collection and analysis of data to develop intelligence products to support both tactical operations and strategic planning for Homeland Security leaders. (Open to current TSA Employees only.)

## **Dental Auxiliaries**

A grade of "C" or higher is required in BI 195, BI 196, BI 202 and CH 110 to progress in the Dental Hygiene Program

### **DN 100 Dental Hygiene I 2-0-2**

An introduction to the theories and principles of the delivery of dental hygiene care, including evaluation of the patient, professional and clinical services. Emphasis will be placed on current concepts in preventive dentistry.

### **DN 103 Dental Hygiene II 2-0-2**

An introduction to common systemic diseases with emphasis on dental hygiene treatment planning and management of medical and dental emergencies. Topics discussed during seminar include substance abuse, stress, occupational and environmental hazards and special needs patients. (Prerequisite: BI 195 with a minimum grade of "C," DN 100, DN 113 and DN 134)

### **DN 105 Dental Radiology for Dental Assisting 2-3-3**

Lectures and demonstrations are coordinated with laboratory practice on mannequins to develop mastery of dental radiographic techniques to include digital radiography, processing, mounting and evaluating films. Emphasis will be placed on client and operator protection, exposure and processing errors, asepsis protocol, radiographic techniques and equipment function. Two clients will be scheduled near the end of the term when students exhibit acceptable and safe skills.

### **DN 110 Dental Assisting Science I 3-0-3**

A study of the anatomy of the head, emphasizing the osteological landmarks and the structures of the oral cavity. Both the permanent and primary dentitions are studied, including embryonic development and eruption patterns. In addition, an introduction to the structure and function of the human body systems in health and disease will be presented.

### **DN 111 Dental Assisting Science II 2-0-2**

An introductory study of drugs with specific consideration of those used in dentistry. Emphasis on drug origin, properties, dosages and therapeutic effects. Studies in oral pathology will include signs and symptoms of the diseases common to

the oral cavity to include neoplastic disease and the inflammatory response. (Prerequisite: DN 110)

### **DN 113 Clinical Dental Hygiene I 1-8-3**

A pre-clinical course for the development and application of information relating to preventive dental hygiene services. Includes topics on asepsis, infection control, gathering and evaluating patient medical and dental histories, legal and ethical considerations, body mechanics, intra and extra oral exams, and instrumentation. Use of adjunct dental hygiene aids is also taught. Skills will be practiced on student partners. A classroom seminar for learning activities and group discussion is included.

### **DN 114 Clinical Dental Hygiene II 1-8-3**

Clinical Dental Hygiene II is a continuation of Clinical Dental Hygiene I. Students will apply techniques learned in Clinical Dental Hygiene I directly on clinical patients. Emphasis is placed on the introduction of additional dental hygiene instruments, as well as dental health education techniques. A classroom seminar for learning activities and group discussion is included. (Prerequisites: DN 100, DN 113, and DN 134).

### **DN 126 Nutrition 2-0-2**

Essentials of adequate diet, vitamin and nutritional balances/imbbalances, emphasizing total body health and dental care are discussed. Emphasis is placed on oral manifestations of nutritional diseases, dietary analysis and counseling for the prevention of cavities and periodontal disease.

### **DN 134 Oral Anatomy I 2-1-2**

A detailed study of the anatomy of the deciduous and permanent dentitions. Also included is tooth eruption and basic dental terminology. This course includes laboratory sessions which are coordinated with lectures to provide practical applications of dental anatomy.

### **DN 136 Oral Anatomy II 2-0-2**

A detailed study of the embryonic development and anatomy of the hard and soft tissues of the face and oral cavity. Study of the anatomical structure of the head and neck with emphasis on the cranial nerves, muscles of mastication and facial expression, temporomandibular joint, vascular and lymphatic systems, tooth development and histology of dental tissues and supporting structures. (Prerequisite: BI 195 with a minimum grade of "C," DN 113 and DN 134)

### **DN 140 Dental Radiology for Dental Hygiene 2-3-3**

Lectures and demonstrations are coordinated with laboratory practice on mannequins to develop mastery of dental radiographic techniques as well as processing, mounting and evaluating films. Other topics include the principles of digital radiography, radiographic interpretation, radiographic landmarks and localization techniques. Emphasis will be placed on patient and operator protection and equipment function. Patients will be scheduled near the end of the term when students exhibit acceptable skills. (Prerequisites: DN 100 and DN 134; corequisites: DN 136 and DN 114)

### **DN 155 Oral Hygiene Education/Nutrition 2-0-2**

Methods of preventive oral hygiene education, including patient motivation, will be discussed. Lectures in nutrition will stress the importance of good eating habits in maintaining optimal general and dental health. Emphasis will be given to the essential role of the dental assistant in counseling the patient in these disciplines. (Prerequisite: DN 110)

### **DN 161 Dental Materials-DA 2-3-3**

Study of the composition and properties of materials used in dentistry. Laboratory sessions emphasize practice in manipulation of various materials.

### **DN 162 Dental Materials-DH 2-3-3**

An introduction to the composition and properties of dental materials with emphasis on materials currently utilized in dental and dental hygiene treatments. Laboratory sessions are coordinated with lectures to provide practice in manipulation of materials with emphasis on impression taking and preparation of study casts. (Prerequisite: CH 110 with a minimum grade of "C," DN 100, DN 113 and DN 134; or permission of the department head of Allied Dental Education)

### **DN 175 Dental Assisting Theory I 2-0-2**

A course designed to teach the dental assisting student clinical techniques. Includes information on sterilization and disinfection techniques, charting, and the use of dental equipment and instruments. Students are introduced to four-handed chairside assisting as it pertains to all types of dental procedures including oral evacuation, instrument transfer, tray set-ups, and completing dental clinical records. Emphasis is placed on the dental health team concept. Ethics and jurisprudence will also be discussed.

### **DN 182 Office Procedures and Management with Computer Applications 1-0-1**

Development of working knowledge of office procedures to include telephone techniques, appointment scheduling and filing systems. Lectures will include fundamentals of bookkeeping systems, prepaid dental care plans, payroll and inventory control. Information from lecture topics will be integrated into Dental Assisting Theory II with the use of specialized office management software. (Prerequisite: DN 110)

### **DN 191 Dental Assisting Clinical Experience I 0-4-1**

Clinic sessions are coordinated with lectures in preclinical theory. Demonstration and practice of all procedures in simulated clinical situations.

### **DN 196 Dental Assisting Clinical Experience II 0-15-5**

Experience in a dental office performing chair-side assisting, laboratory procedures, office procedures, and exposing, processing and mounting radiographs. (Prerequisites: DN 105, DN 110, DN 161, DN 175 and DN 191)

### **DN 201 Dental Hygiene III 2-1-2**

Lectures in periodontology with emphasis on the hygienist's role in detection and treatment of periodontal disease. Techniques of patient evaluation, instrumentation and

prevention are taught in lecture and implemented in the laboratory/clinic situation. (Prerequisites: DN 103, DN 114, DN 136, and DN 140)

#### **DN 212 Clinical Dental Hygiene III 1-12-4**

Practical application of dental hygiene theories and techniques with emphasis on individual patient's oral health needs and the further development of oral prophylactic and radiographic techniques, including the preparation of diagnostic aids and patient education. Students will gain experience through work in their on-campus clinical assignments. (Prerequisites: DN 114 and DN 201)

#### **DN 221 Clinical Dental Hygiene IV 1-12-4**

Practical application of dental hygiene theories and techniques with emphasis on individual patient's oral health needs and the further development of oral prophylactic and radiographic techniques, including the preparation of diagnostic aids and patient education. Students will gain experience through work in their on-campus clinical assignments. (Prerequisite: DN 212)

#### **DN 225 Dental Hygiene Specialty Clinic 0-4-1**

Practical application of dental hygiene theories and techniques with emphasis on the oral health needs of special patient populations. Students will gain experience in a variety of educational and public health settings. (Prerequisites: DN 114 and DN 201)

#### **DN 227 Dental Ethics and Jurisprudence 1-0-1**

A study of the ethical and legal issues involved in dental care delivery as well as office management procedures.

#### **DN 239 Medical Emergencies for the Dental Assistant 2-0-2**

Identification of signs, symptoms and action recommended in emergencies encountered in the dental office. Students will actively participate in role playing each emergency situation. (Prerequisite: DN 110)

#### **DN 240 Dental Hygiene Science 4-0-4**

Lectures combining the sciences of pharmacology and oral pathology. Pharmacology emphasizes the study of drug origins, properties, dosages and therapeutic effects, specific consideration being given to those drugs used in dentistry and anesthesiology. Oral pathology includes the study of disease affecting the oral cavity, manifestations of inflammation, degenerative changes, neoplastic disease and anomalies. (Prerequisite: BI 195, BI 196 and BI 202 with minimum grades of "C" and DN 136)

#### **DN 242 Community Dental Health I 2-0-2**

Students will gain information in dental public health. Emphasis is on planning, education, healthcare promotion, epidemiology, evidenced-based research, basic biostatistics, cultural competence, and healthcare financing. (Prerequisite: DN 201)

#### **DN 243 Community Dental Health II 1-0-1**

Students will implement the theory base from DN 242 into the spring semester with practical applications of the DN 242 course content. The course will entail completion of various

projects and assignments with a community emphasis. (Prerequisites: DN 201, DN 212 and DN 242)

#### **DN 245 Pain Management for the Dental Hygienist 1-3-2**

This course will provide a comprehensive program of study designed to provide dental hygiene students with the knowledge and skills necessary to effectively administer block and infiltration anesthesia, as well as nitrous oxide sedation. The course will include classroom, laboratory and clinical instruction. Participants will work in groups of two or three and administer local anesthesia and nitrous oxide analgesia on each other. Upon successful completion of this course, and upon graduation, participants will have completed the educational requirements for local anesthesia and nitrous oxide licensure in New Hampshire. (Prerequisites: DN 100, DN 113, DN 103, DN 134, DN 136, DN 140, and DN 114)

#### **DN 275 Dental Assisting Theory II 1-2-2**

A course designed to introduce the dental advanced functions to dental assisting students. Includes instruction in basic instrumentation concepts, removal of coronal cement, application of pit and fissure sealants and suture removal, as well as expanded orthodontic functions and other advanced duties which are delegated to the dental assistant. Pre-clinical skills will be introduced on mannequins and competency skills on patients. Advanced dentrix computer applications will also be included. (Prerequisites: DN 105, DN 110, DN 161, DN 175 and DN 191)

#### **DN 298 Dental Assisting Clinical Experience III 2-8-4 (6 weeks)**

Expanded opportunities in chair-side assisting to encompass all dental specialties including orthodontics, surgery, endodontics, pedodontics and prosthodontics. A weekly seminar is held to evaluate the individual clinical experiences. (Prerequisite: DN 196)

## **Design Visualization**

#### **DV 191 Autodesk 3DS Max - Level I 3-0-3**

This course is an introduction to AutoDesk® 3DS Max, a powerful software for 3D modeling, rendering and animation. Students learn the basics of 3-D computer modeling and rendering techniques; course topics include shape creation, lofting, material editing, morphing, scaling, light and camera placement, file importing, and rendering. (Prerequisite: working knowledge of AutoCAD® or permission of department head of Architectural Engineering Technology)

#### **DV 192 Autodesk 3DS Max - Level 2 3-0-3**

AutoDesk® 3DS Max - Level 2 is an advanced level course which prepares students to develop complex shapes, experiment with the vast capabilities of material editor and generate animations of their models. Students are introduced to a variety of different 3D components, which lead them to a representation project until it includes flat and smoothed forms, light sources, texture maps and the production of animations. In addition, students learn about rendering options and techniques from flat shading to raytracing and radiosity. (Prerequisites: DV 191 or permission of department head of Architectural Engineering Technology)

### **DV 193 Introduction to Photoshop 3-0-3**

This course is structured to introduce students to the powerful tools of Photoshop for manipulating digital images, photo montage and its page layout applications. Students learn the skills and techniques for creating effective digital images for presentations and their use in rendering and visualization. The course topics cover Photoshop tools: channels and layers, typography, illustration, digital file formats, adding special effects through the use of filters, color and image enhancements. (Prerequisite: working knowledge of Microsoft Windows environment)

## **Diagnostic Medical Sonography**

### **DS 201 Principles of Sonography 3-2-4**

An introduction to principles of ultrasound with emphasis on physical principles, instrumentation and terminology. Laboratory sessions will offer "hands-on" learning techniques.

### **DS 221 Sonographic Physics 3-0-3**

Study of the physical principles involved in ultrasound and state-of-the-art equipment technology. (Prerequisite: DS 201)

### **DS 233 Seminars in Sonography 4-0-4**

Sessions will be used for case presentations by students and preparation for registry exams. (Prerequisites: DS 297 and DS 241)

### **DS 241 Principles of Vascular Ultrasound 3-2-4**

Study of physical and doppler principles utilized in the ultrasound study of vascular structures. Laboratory sessions will introduce students to scanning techniques used in vascular studies. (Prerequisites: DS 201 and DS 221)

### **DS 265 Sonographic Anatomy and Pathology I 3-0-3**

Study of gross, sagittal and cross sectional anatomy of the abdomen and the pathological changes and disease processes which are found in ultrasound examination of the abdominal region.

### **DS 266 Sonographic Anatomy and Pathology II 3-0-3**

A continuation of Sonographic Anatomy and Pathology I with an introduction of small parts anatomy and an in-depth study of pathologic changes and disease processes found in relation to these structures. (Prerequisites: DS 201 and DS 265)

### **DS 275 Sonographic Principles of OB/GYN I 3-0-3**

In depth study of the anatomy of female reproductive organs and associated pathological changes with introduction to first trimester fetal development.

### **DS 277 Sonographic Principles of OB/GYN II 3-0-3**

A continuation of Sonographic OB/GYN I, with emphasis on the continuing process of fetal development and associated pathologic conditions. (Prerequisites: DS 201 and DS 275)

### **DS 295 DMS Clinic I 0-16-4**

Two days per week of observation and direct clinical

experience at selected clinical sites designed to familiarize students with working procedures in an ultrasound lab. Basic examination techniques will be performed. The first four weeks will be spent in the campus lab.

### **DS 296 DMS Clinic II 0-24-6**

Three days per week of clinical experience at selected clinical sites. Students will gain continued scanning experience. (Prerequisites: DS 201, DS 265, DS 275 and DS 295)

### **DS 297 DMS Clinic III 0-21-5**

Four 8-hour days per week at selected clinical sites for a 10 week period with emphasis on expanded roles in the ultrasound studies. Students will develop intermediate level skills and recognition of pathology will be stressed. (Prerequisites: DS 221, DS 266, DS 276 and DS 296)

### **DS 298 DMS Clinic IV 0-32-8**

Four days per week of final experience to strengthen scanning and interpretation skills in preparation for challenging registry exams and entry into the sonography field. (Prerequisites: DS 241 and DS 297)

## **Early Childhood Education**

### **EC 100 Growth and Development of the Young Child Extended Part I 2-0-2**

This course enables interested students to begin their studies in the field of early childhood education by integrating the first third of the course content of EC 101 with the development of the organizational and academic skills necessary for successful participation in NHTI's Early Childhood Education associate degree program. A grade of "C" or higher is required to progress to EC 101X.

### **EC 101 Growth and Development of the Young Child 3-0-3**

Major theories and research findings in the physical, cognitive, language and social/emotional domains of development of young children from conception through age 8 will be the focus of this course. The work of Piaget (constructivism) and Erikson (psychosocial theory) will be emphasized. Students will use professional strategies to observe and record the behavior of young children in early care settings as they explore these domains and theories. Emphasis will be placed on applying understanding of children's developmental needs in a pluralistic society.

### **EC 101X Growth and Development of the Young Child Extended Part II 2-0-2**

A continuation of EC 100 that presents the final two-thirds of the course content of EC 101. Students must receive a grade of "C" or higher to continue further in the ECE program. (Prerequisite: EC 100 with a grade of "C" or higher)

### **EC 102 Foundations of Early Childhood Education (SRV) 3-0-3**

The history of early childhood education and child care, including the contributions of Locke, Pestalozzi and Froebel will be addressed. The diversity of early education settings, including profit and non-profit, laboratory schools, employer-sponsored centers, public schools and Head Start, will be

explored. Focusing on play as a foundation of children's learning, students examine the roles and responsibilities of the early childhood professional with children and families in these settings. Students will observe and evaluate programs based on developmentally appropriate principles using the NH Early Learning Guidelines and the NAEYC Accreditation guidelines. Using the NH ECE Professional Development System, students discover the diversity of career opportunities available and explore credentialing. **Service Learning is a component of this course.** (Prerequisite: EC 101)

#### **EC 141 Curriculum and Environments 1 3-0-3**

With emergent curriculum as the overarching approach to curriculum development, students will experience designing, implementing, and evaluating appropriate activities and environments for children birth through age six with a focus on music, movement, art, manipulatives and dramatic play supported by emergent literacy and anti-bias curriculum. Emphasis will be on concrete, practical application of various philosophies, theories, and current research in early childhood education. Methods of observing children's behavior and progress, and developing and using suitable instructional and play materials from these observations in all aspects of the daily routine will be emphasized. Participants will experience and broaden their own creativity and imagination through exploring learning activities that can be applied to actual early childhood settings. Students will learn how to plan stimulating, age-appropriate classroom and outdoor learning environments that encourage child-initiated discovery and act as a tool in behavior management. These environments will be child and family friendly, barrier free, inclusionary, and meet state regulatory requirements.

#### **EC 142 Curriculum and Environments 2 (SRV) 3-0-3**

Continuing to use emergent curriculum as the overarching approach to curriculum development, this course will focus on designing, implementing, and evaluating appropriate activities and environments for children through age six with a focus on blocks, math, science, woodworking, and technology with literacy concepts integrated into each area. Emphasis will be on the concrete, practical application of different philosophies, theories, and current research that is manifested in various curriculum models in early childhood education. Students will dialogue and reflect together as they explore the cycle of inquiry and project work for developing, implementing and assessing curriculum. Emphasis will be on planning stimulating, age-appropriate classroom and outdoor learning environments that encourage child-initiated discovery and act as a tool in behavior management. These environments will be child and family friendly, barrier free, inclusionary, and meet state regulatory requirements. Students will learn about and apply successful attributes of documentation panels that make children's learning visible. **Service Learning is a component of this course.** (Prerequisite: EC 141)

#### **EC 155 Using Children's Literature to Support Young Children's Language and Literacy Development (SRV) 3-0-3**

High quality children's books will be used as a vehicle for supporting and applying current research on the acquisition of language and reading. This course will provide an overview

of exemplary authors and illustrators of children's literature from birth to age 8. Students will become familiar with Caldecott Award-winning books and the artistic techniques used to create these books. Big books will be introduced as a way of distinguishing features of print. Poetry, multicultural books, and bibliotherapy as applied to early childhood education will be studied. Additionally, students will explore the teacher's role in promoting family literacy and participate in service learning on this topic. **Service Learning is a component of this course.**

#### **EC 188 Health, Safety and Nutrition in Early Childhood Education (SRV) 3-0-3**

This course offers an introduction to major issues affecting the health and safety of young children in early childhood settings. Nutrition and policy considerations about pediatric medications, infectious disease control, sick child care, universal precautions and liability, and health record keeping will be discussed. Childhood stress and education for the prevention of child sexual abuse will be highlighted. Students will learn how to integrate curriculum for young children related to health, safety, and nutrition into the overall program. **Service Learning is a component of this course.**

#### **EC 190 Preparing for Practicum 1-0-1**

This 1 credit course will provide students with an orientation to both Practicum 1 and 2 including developing individual goals, planning contracts, scheduling, record keeping, writing practicum log entries, preparing the practicum notebook, organizing 3 Focused Portfolio binders, identifying potential practicum partners, and completing all relevant paperwork. Students will receive the NAEYC Code of Ethical Conduct and use it as a reference in discussions around professional boundaries in the workplace. Students will know all policies and procedures related to practicum and student teaching as outlined in the Practicum Handbook. **Students must earn a "C" or higher in this course to move on to Practicum 1 and must take EC 190 in the semester before Practicum 1.** (Prerequisites: EC 101, EC 141 and EC 155)

#### **EC 215 Infant/Toddler Development and Programming 4-0-4**

This course will be a study of important influences on infant and toddler development supported by research on brain development during the first three years of life. Emphasis will be put on the role and responsibilities of families, child care teachers, and specialists in creating high quality supportive environments. Sensitivity to attachment and the importance of observation and communication skills to nurture positive family, caregiver, and child relationships through the roles of primary caregiving, transitions, and continuity of care will be highlighted as students learn to design responsive programs for infants and toddlers and their families. (Prerequisite: EC 101 with a grade of "C" or higher or permission of the Department Head of Early Childhood Education)

#### **EC 225 Autism Spectrum Disorder 4-0-4**

This course will examine the neurological underpinnings and behavioral characteristics of children from birth through age 8 with autism spectrum disorders. It will focus on an overview of the strengths and challenges of child-centered, developmental, research-based interventions to be used in natural environments. The centrality of the family will be emphasized. (Prerequisite: EC 101 with a grade of "C" or

higher or permission of the Department Head of Early Childhood Education)

### **EC 242 Child, Family and Community (SRV) 3-0-3**

The course will provide an overview of families and family systems (including Bronfenbrenner's Bioecological Theory) with emphasis on developing effective models of teacher/program/family partnerships. Students will identify their own biases as a precursor to exploring issues of power and privilege in society. Cultural dilemmas and their impact on early care and education will be identified as students begin to evaluate their own cultural competence. Students will learn how to identify and strengthen protective factors that empower families and reduce the risk of child abuse. Students will research various crises encountered by families and identify an action plan to positively address the crisis. Community resources will be identified and involved. **Service Learning is a component of this course.** (Prerequisite: EC 101)

### **EC 261 Family Child Care Business Management 3-0-3**

This course will review the fundamentals of sound business practices as they relate to the running of a successful Family Child Care business. Emphasis will be on designing of business plans, budgeting, insurance, effective business policies, contracts, pricing, marketing, customer relations, purchasing, financial, legal and licensing regulations and reports, small business management and related record keeping.

### **EC 262 Organization and Management for the Practicing Professional 4-0-4**

A survey of organization and management of early childhood programs and/or child care centers for the practicing professional. Emphasis will be on learning how to plan, organize, manage and evaluate programs and facilities for children. Specific skills addressed are licensing procedures, hiring, motivating and evaluating staff and parent involvement. Financial record keeping to inform program management decisions will be based on an understanding of Excel computer program use. Leadership and visioning skills will also be taught and evidence of implementation will be required. Students will be required to spend fifteen hours outside of class on a final project to be implemented in their professional work. This course will meet the requirements for Director Certification from the State of New Hampshire. It will also meet the criteria for accreditation by the National Association for the Education of Young Children. (Prerequisite: permission of department head of Early Childhood Education)

### **EC 267 Positive Behavior Guidance and Supporting Young Children with Challenging Behaviors 4-0-4**

Through exploring various theories of behavior management and functions of behavior, the role of positive behavioral supports in preparing young children to become competent and cooperative individuals with a strong social and emotional foundation will be emphasized. Developmentally appropriate methods of guiding individual and group needs will be shared as approaches to preventing disruptive behaviors in the classroom. Techniques for dealing with more challenging and explosive behaviors using functional assessment, identifying replacement skills, and creating and

implementing behavior intervention plans will be utilized. Partnering with families in developing these plans will be emphasized. Students will also learn about triggers of and interventions for the cycle of tantrums, meltdowns, and rage often experienced by children with autism spectrum disorder. Students will leave the course with tools for primary, secondary, and tertiary prevention of challenging behaviors. They will understand when and how to reach out for support in the community in dealing with issues beyond their expertise. Students will be able to use the class as a model for developing parent education programs for the families that they serve. (Prerequisite: EC 101 or permission of the Department Head of Child and Family Studies)

### **EC 270 Teaching Young Children with Special Needs (SRV) 3-0-3**

This course will broaden students' awareness of the theoretical and legal foundations for programs serving young children (infancy through age eight) with a wide range of special educational needs. Students will examine the causes, symptoms, social consequences and behavior characteristics of children with special needs. Students will learn how to develop curriculum modification/accommodation strategies in all domains of development in an inclusive classroom setting. Emphasis will be on education for children and their families. Students will work with and observe a child and family to develop an understanding of their needs and develop a resource file of state, local and national supports. **Service Learning is a component of this course.** (Prerequisite: EC 101)

### **EC 273 Coaching for the Practicing Professional: Practicum I 0-2-1**

Early childhood associate degree track evening students employed full time in a licensed child care setting who are unable to arrange to carry out practicum in an NHTI practicum site and must complete practicum at their workplace in order to complete their degree will take this course concurrent with EC 275 - Practicum 1. With the support of the NHTI Child and Family Studies faculty instructor acting as coach, students will develop observation and portfolio protocol for their classroom team. The program director and classroom team must sign a practicum contract to support implementation of practicum assignments in the student's classroom. (Co-requisite: EC 275)

### **EC 274 Coaching for the Practicing Professional: Practicum II 0-2-1**

Early childhood associate degree track evening students employed full time in a licensed child care setting who are unable to arrange to carry out practicum in an NHTI practicum site and must complete practicum at their workplace in order to complete their degree will take this course concurrent with EC 276 - Practicum 2. With the support of the NHTI Child and Family Studies faculty instructor acting as coach, students will implement the practice of teacher as researcher. Students will conduct an in-depth study of their professional practice as it relates to their goals for EC 276. They will document their progress through journaling and portfolio medium. The program director and classroom team must sign a practicum contract to support implementation of practicum assignments

relating to the student's goals for Practicum 2 in the student's classroom. (Co-requisite: EC 276)

**EC 275 Practicum 1 - Observation, Interpretation, Assessment and Portfolio Documentation 2-5-3**

Students will work in NHTI-approved ECE settings for children in infant/toddler care, preschool, or kindergarten under the supervision of early childhood Cooperating Teachers. Students will conduct three (3) in-depth child studies over the course of the 75 hours that they will spend at their practicum site during the semester. They will become "students of childhood" as they learn how to interpret and assess their observations of children in the seminar class. Students will create and manage portfolios for the children and use portfolio information to generate invitations to learning and implement child-centered curriculum for these children. They will make children's learning visible through "ordinary moment" documentations that also incorporate their own wonderings as teachers. Their observations will be summarized in narratives outlining the children's growth in the various developmental domains. All of this will be used to plan and carry out a parent conference. NHTI ECE faculty schedule site visits to review and evaluate student progress during the practicum experience. Students must earn a grade of "C" or higher in Practicum 1 to move on to Practicum 2. (Prerequisites: all 100-level EC courses; a 2.5 minimum GPA in major field courses; permission of the ECE Practicum Coordinator; and submission of all required documents)

**EC 276 Practicum 2 - Student Teaching: Implementing Responsive Emergent Curriculum (SRV) 2-10-5**

Students will work in NHTI-approved ECE settings for children in infant/toddler care, preschool, or kindergarten under the supervision of early childhood Cooperating Teachers. Weekly seminars conducted by NHTI faculty offer support for students and provide time to review the characteristics of responsive child-centered emergent curriculum that they are implementing with children. Students will document and reflect on their experiences with children, families, and professional partners as they connect theory to practice. Students will also be encouraged to develop and embrace the dispositions of wonder, disequilibrium, and reflective practice as they experience the role of "teacher as researcher" implementing the cycle of inquiry. The 150 hours they spend at their sites over the course of the semester will include lead teaching responsibilities. NHTI ECE faculty schedule site visits to review and evaluate student progress during their practicum experience. Students must earn a grade of "C" or higher in Practicum 2 in order to graduate from the Early Childhood Education program. Service Learning is a component of this course. (Prerequisites: all 100 level EC courses, EC 242, EC 265, and EC 275; a 2.5 GPA in major field courses, permission of the ECE Practicum Coordinator and submission of all required documents.)

**EC 278 Early Intervention Practicum 2-10-5**

This 150-hour field-based experience provides students with a supervised opportunity to develop skills and demonstrate competencies necessary in early intervention in natural settings (child care, homes, public schools). Students will learn how to best support families and caregivers. Supervisors will provide guidance and support needed to enhance students' development as early intervention

specialists. Students will divide their practicum hours between a child care setting and a home setting. (Prerequisite: All other courses in the Autism Early Intervention Certificate with grades of "C" or higher)

**EC 288 The Early Childhood Professional (SRV) 3-0-3**

This course explores the role of the early childhood professional in the workplace. Topics to be discussed include leadership, working in a team, and professional ethics. Additionally, students will learn about the legislative process in NH and explore their role in advocating for public policy to support children, families, and early care and education programs. Students will develop a resume and create a professional portfolio that can be used for interview purposes. The portfolio will include competency statements with supportive artifacts using the NAEYC Standards for Early Childhood Professional Preparation for Associate Degree Programs. Emphasis will be placed on the role of ongoing professional development activities, and students will choose a professional development project to complete and share. **Service Learning is a component of this course.** (Prerequisites: all 100 level EC courses, EC 242, EC 270, EC 275 and EC 265; may be taken concurrently with EC 276)

## Economics

**EO 101 Macroeconomics 3-0-3**

This course is concerned with the behavior of the economy as a whole, particularly fluctuations in economic activities. Basic elements of economic reasoning are applied to the public policy issues of unemployment, inflation, and economic growth. A brief survey of the history of economic ideas is followed by a study of the consequences for national policy of the changing institutional structure of the U.S. economy, and of the conflicts inherent in, and generated by, competition and private enterprise. Analytic tools are used to evaluate monetary and fiscal policies and to understand current macroeconomic controversies.

**EO 102 Microeconomics 3-0-3**

An investigation into the functioning and politics of the U.S. economy from the vantage of the marketplace, emphasizing microeconomics, wage bargaining, taxation and the distribution of wealth and income. Topics include the theories of demand and production, and the determination of prices and quantities for commodities and factors of production in competitive and noncompetitive markets.

## Education

**TECP 70 - TECP 82 are professional preparation courses for Teacher Education Conversion Program candidates only.**

**ED 101/TECP 50 Introduction to Exceptionalities 3-0-3**

This course introduces the various exceptionalities and related topics in the field of special education including definitions, prevalence, assessment and intervention. It includes discussion of strategies for facilitating students' independence, learning, social connections and self-advocacy skills. Curriculum emphasizes the philosophical and practical applications of valuing students' abilities and diversity and

collaborating with educators and families. It will explore curriculum modifications and accommodations, problem-solving strategies and transition issues. **10 hours of field work are required in this course. (TECP candidates have additional course requirements for the certification portfolio.)**

#### **ED 104/TECP 51 Foundations of Education 3-0-3**

This is a survey course which investigates the philosophical, historical and social/cultural character of education in the United States. It is intended to be an examination of how schools function organizationally. Discussions will include the role of education, system philosophy and trends which have shaped contemporary education; field observations are included. This course is a concentration requirement for both Special Education and Education associate degree programs; while it is intended to be the first in a series of learning experiences for those interested in careers as teachers, it also fulfills a Social Science elective requirement (**10 hours of classroom observation required**). **(TECP candidates have additional course requirements for the certification portfolio.)**

#### **ED 106 Paraeducator Portfolio 1-6-3**

As a requirement of the No Child Left Behind legislation, paraeducators must complete a portfolio demonstrating knowledge and skills competencies in the areas of math, reading and writing, and the ability to assist in math, reading and writing instruction. This course guides students in the preparation and completion of the required portfolio through a series of workshops and assignments presented at individual school districts. Upon successful completion of the portfolio, students receive a letter of recognition from the State of New Hampshire Department of Education acknowledging they have achieved "highly qualified" status under No Child Left Behind.

#### **ED 200/TECP 60 Supporting Students with Challenging Behaviors 4-0-4**

This course will provide pre-service teachers and paraeducators with knowledge and skills for supporting students with challenging behaviors, using the framework of positive behavioral supports. Future teachers and paraeducators will gain knowledge of the basic assumptions about the context and functions of behavior and understand the role that behavior plays in helping students influence people and events in their environment, meet their basic needs, and/or avoid unpleasant situations. By developing strategies to determine the functions of certain behaviors, pre-service teachers and paraeducators will gain new and effective strategies for supporting students who demonstrate challenging behaviors in the classroom. The focus on the teaching of new skills (as opposed to intrusive interventions that rely on the elimination of challenging behaviors) will provide students with effective, positive approaches that respect the dignity of the individual and facilitate social inclusion (Prerequisite: ED 101 or permission of department head of Education) (**20 hours of service learning required**). **(TECP candidates have additional course requirements for the certification portfolio.)**

#### **ED 201/TECP 61 Legal Issues in Education 3-0-3**

Predicated upon legislative requirements such as the

Individuals with Disabilities Education Act (IDEA), this course considers the theories and issues explored in ED 101, ED 207, ED 204 and ED 212 in the context of inclusive instructional settings. Students will develop an understanding of the various legal requirements as well as effective instructional strategies for curriculum adaptation and delivery within the context of Federal and NH State Special Education and Education laws and procedures. (Prerequisite: ED 207 or permission of department head of Education) **(TECP candidates have additional course requirements for the certification portfolio.)**

#### **ED 203/TECP 62 Teaching Strategies for Diverse Learners 3-0-3**

The focus of this course is on the development of typical speech and language skills and the effects of various disabilities on language development, including impaired speech, reading, language, and processing. The characteristics of children and youth with language disabilities are discussed. Strategies to assist students' functioning in school, at home and in the community are explored. Emphasis is placed on accommodating students versus "helping" students by completing work for them. A variety of practical techniques is studied and practiced through in and out of class exercises. Collaborative teaching is used by students to demonstrate their knowledge and skills. In addition, students learn a variety of study strategies, including mnemonics, double column notes, reading strategies, concepts of active versus passive learning, and organization and time management skills. Students are expected to work in small groups to develop strategies to teach these various skills to their peers in the class. In addition, students work a minimum of 20 hours in an approved field site. Students maintain a record of their field work. Innovation and creativity are critical for success in this course. (Prerequisites: ED 101 and EN 101; or permission of department head of Education) **(TECP candidates have additional course requirements for the certification portfolio.)**

#### **ED 204/TECP 63 Instructional Technology 3-0-3**

This course presents the theory and strategies for effective integration of technology resources and technology-based methods of instruction, and assistive technology designed for students with disabilities. A background of mediated instruction will be provided along with a review of the qualities and benefits of various technology options, including assistive technology, available to instructional settings. Opportunities to apply instructional delivery using common forms of media, multimedia, computers and specialized programs for students with disabilities will be integral to this course, in addition to contemplation of future issues of integration of technology and matters of time and place of the learning experience. (Prerequisite: ED 207 or permission of department head of Education) **(TECP candidates have additional course requirements for the certification portfolio.)**

#### **ED 207/TECP 64 Teaching and Learning Process 3-0-3**

An applications-oriented version of the prerequisites, this course provides an examination of the various contemporary theories of teaching and learning. It will focus on developing an understanding of the learning needs and learning styles of



students as individuals in the context of the learning environment. Attention will also be given to the assorted instructional modalities which may be employed and the issues involved in matching teaching methods to students' learning styles while considering the context and environment of the learning experience. (Prerequisites: ED 101 or ED 104) **(TECP candidates have additional course requirements for the certification portfolio.)**

### **ED 212/TECP 65 Design of Instruction 3-0-3**

An introduction to the design and development of the content of learning experiences. Curriculum theory will be introduced, and an examination of the processes of curriculum development, use and evaluation will also be investigated. The broad questions, "What do students need to learn?", "How is the learning experience most effectively managed?" and "How do we know the desired outcome was attained?" will be addressed. (Prerequisite: ED 207 or permission of department head of Education) **(TECP candidates have additional course requirements for the certification portfolio.)**

### **ED 220 Field Experience in Education 1-6-3**

Practical experience in a learning environment. The student spends a minimum of 45 hours per semester in a supervised assigned learning environment and participates in a weekly seminar. In the instructional environment, students will work with individuals and groups, as well as develop and deliver an instructional unit. This is a concentration requirement for the Associate in Science in Education program. (Prerequisites: interview required and permission of Department Head of Education)

### **ED 223 Instructional Approaches in ESOL Tutoring 2-3-3**

This course focuses on the development of the knowledge and skills needed in tutoring ESOL (English for Speakers of other Languages) learners. The content of this course includes a variety of useful techniques in the field, including the strategies for tutoring learners in developing reading comprehension skills. Through interactive instruction, group discussions and practical activities, students will demonstrate a clear understanding of their role as educational supporters of ESOL teachers and language tutors in assisting ESOL learners with school work, cultural transition and social interaction. This course includes a minimum of 45 hours of practicum which provides the opportunity to apply the techniques learned in class. (Prerequisite: ED 101 or ED 104 and/or permission of the department head of Education)

### **ED 230 Essentials of Career and Technical Curriculum and Instruction 3-0-3**

This course will explore the history, philosophy, principles, organization, and operation of career and technical education in the United States. Students will develop a functional understanding of the role and responsibilities of a professional career and technical educator. This course will provide the participant with the foundation and skills needed to design, implement and manage a curriculum in career and technical education. Identification of resources and occupational analysis, derivation of content, formulation of objectives, defining measurable learning outcomes and the selection and development of activities and evaluation methods will be explored.

### **TECP 70 Special Education Assessment 3-0-3**

This course will prepare pre-service and in-service teachers to be able to assess the achievement of students with special needs. It examines various assessment strategies. It includes the examination of the NH state curriculum frameworks, NH Rules for students with disabilities, IDEIA regulations, and informal and formal assessment methods. Students will apply the assessment techniques in a case study format. They will utilize the assessment results to implement successful teaching/learning strategies in education settings for students with disabilities. **This course addresses specific New Hampshire State Standards for certification in the area of general special education.** (Prerequisites: acceptance in the General Special Education Conversion program or approval from TECP director)

### **TECP 71 Consultation/Collaboration and Individual Education Plans (IEP) 3-0-3**

This course is an examination of the collaborative/consultative model in education and the skills necessary for that approach. It focuses on the state curriculum frameworks, the NH state Rules for students with disabilities, and federal (IDEIA) and local guidelines regarding the education of students with special needs. This course includes examination of the concepts and skills necessary for IEP and Team development such as, the development of student profiles, goals, objectives, communication and collaboration skills, leadership skills, and knowledge of the theories of change. **This course addresses specific New Hampshire State Standards for certification in the area of general special education.** (Prerequisites: acceptance in the General Special Education Conversion program, ED 101, ED 200, ED 203 and/or approval from TECP director)

### **TECP 80 Methods/Student Teaching for Middle/Secondary School Mathematics 2-24-10**

This course will prepare prospective teachers with the methods for teaching mathematics at the middle/secondary school level. Developmentally appropriate content, strategies, and methods of instruction will be discussed with emphasis on the implementation in student teaching placement. This course requires a full time placement in an educational setting appropriate for the intended certification area. Students work toward mastery of attitudes, techniques and professional practice for successful teaching. Supervision is provided a by college supervisor and a field-based professional. **This course addresses specific New Hampshire State Standards for certification in the following content areas: Mathematics 5-8 and Secondary Mathematics 7-12 and Professional Education Standards (NH Standard Ed 610).** (Prerequisite: permission from the TECP director)

### **TECP 81 Methods/Student Teaching for Middle/Secondary School Science Teachers 2-24-10**

This course will prepare prospective teachers for teaching science at the middle/secondary school level. Developmentally appropriate content, strategies, and methods of instruction will be discussed with emphasis on the implementation in the student teaching placement. In addition to the seminar, this course requires a full time placement in an educational setting appropriate for the intended certification area. Students work toward mastery of attitudes, techniques and professional practices for

successful teaching. Supervision is provided by a college supervisor and a field-based professional. **This course addresses specific New Hampshire State Standards for certification in the following content areas: Biology, Chemistry, General Science, Earth Science, Physical Science, Physics and Professional Education Standards (NH Standard Ed 610).** (Prerequisite: completion of previous coursework in TECP and permission from the TECP director)

#### **TECP 82 Practicum Experience in General Special Education 1-15-6**

This is a field-based course designed to integrate and apply previous course work in General Special Education certification. Students document 240 hours of work in the schools, including referral, observations, teaching, remediation, aiding with transition issues, IEP development and implementation, consultation, and designing and implementing behavioral programs. Seminars meet throughout the semester. **This course addresses specific New Hampshire State Standards for certification in the area of general special education.** (Prerequisites: acceptance in the General Special Education Conversion program, completion of previous general special education coursework and approval from TECP director)

## **Electronic Engineering Technology**

**In addition to listed prerequisites, students must earn grades of "C-" or higher in each course to progress in the program.**

#### **EL 101 Electric Circuits 3-3-4**

A beginning course in electricity, this course covers basic electric circuit theory, the nature of electricity, resistance, current and voltage. Detailed coverage of topics includes direct current, alternating current, Ohm's law, series circuits and parallel circuits as well as energy and power relationships. This course also covers DC circuit analysis techniques including mesh and nodal analysis, and network theorems such as Norton's, Thevenin's and maximum power transfer. The transient response of capacitors and inductors are discussed when a DC voltage is applied using the various circuit and analysis techniques. Additional topics include the discussion of alternating waveform characteristics and analysis of sinusoidal alternating waveforms. Laboratory experiments are designed to reinforce the classroom work. (Co-requisite: MT 133 and EL 115 or permission of the Department Head of Electronic Engineering Technology)

#### **EL 102 Circuit Analysis 3-3-4**

A continuation of Electric Circuits. This course covers AC circuit analysis techniques including mesh and nodal analysis, and network theorems such as Norton's, Thevenin's, and maximum power transfer. Treatment is given to circuits containing dependent and independent sources of voltage and current. Resonance and basic filters are covered in detail as well as magnetism. Additional topics covered, as time allows, are transformers and three-phase circuits. Laboratory experiments are designed to reinforce the classroom work. (Prerequisites: EL 101, EN 101, and MT 133; or permission of department head of Electronic Engineering Technology)

#### **EL 110 Electronics I 3-3-4**

This is a study of the physical behavior of electronic devices. Emphasis is on analysis and application of electronic circuits utilizing semiconductor diodes, operational amplifiers, and transistors. Topics covered include rectification, clipping and clamping circuits, regulated power supplies, basic op-amps, biasing of transistors, and simplified AC modeling of transistor circuits. Engineering Design Automation (EDA) tools are used to reinforce the theory through electronic analysis simulations. Laboratory experimentation reinforces classroom theory with practical work. (Prerequisites: EL 101)

#### **EL 115 Digital Fundamentals 2-3-3**

Open to all majors, this introductory digital course is designed for students with little or no electronics skills. Topics covered include basic logic gates, Base 2, 10, and 16 number systems, BCD, Gray and ASCII codes, Boolean algebra, Karnaugh maps, flip-flops, counters, programmable logic devices and other related digital devices. Hands-on laboratory experiments, which augment the learning process, are an integral part of this course. The labs demonstrate real world implementation of otherwise abstract academic concepts and provide valuable experience in breadboarding, testing and debugging circuits. (Prerequisite: Algebra I or permission of department head of Electronic Engineering Technology)

#### **EL 144 Embedded Microsystems 3-3-4**

Personal computers are used to host an integrated hardware/software development system for applications with embedded Microcontrollers. A system level approach to the specification, decomposition, hardware/software development, and system integration for the implementation of embedded systems is covered through lecture and laboratory experiments. Topics covered include microprocessor architecture, instruction sets, interfacing, and real-time programming techniques in assembly language. Laboratory exercises consist of system level development in serial and parallel data transfer, data acquisition, and analog input and output signal processing. (Prerequisites: CP 107, EL 101 and EL 115 or permission of department head of Electronic Engineering Technology)

#### **EL 210 Electronics II 3-3-4**

This course is a continuation of Electronics I covering more advanced electronics topics with a variety of applications. The non-ideal characteristics of op-amps and other electronic devices will be discussed with applications emphasizing offset, gain and linearity. Other topics may include but are not limited to: sensors, pulse width modulations, Bode plots, SCRs, TRIACs and optoelectronics. EDA tools are used to reinforce the theory with electronic analysis simulations. (Prerequisites: EL 110; corequisite: EL 102 or permission of the Department Head of Electronic Engineering Technology)

#### **EL 215 Advanced Digital Electronics 3-3-4**

Advanced topics in digital electronics are covered in this course. These topics include the internal structure of logic families, complex digital circuits, synchronous logic, A/D and D/A conversion, timing diagrams, computer bus systems, programmable logic devices (PLD), and complex circuit debugging. The topic of digital interfacing is also covered. This includes interfacing various logic families to each other

as well as interfacing logic to various I/O loads, such as inductive loads and 120VAC loads. (Prerequisites: CP 107, EL 110, EL 115 or permission of department head of Electronic Engineering Technology)

#### **EL 251 Advanced Topics in Electronics 3-3-4**

This course introduces students to advanced applications in electronics. Topics covered include but are not limited to: an introduction to electronic communication theory including digital communications, fiber optics, programmable logic controllers and human-machine interface. Laboratory exercises are used to reinforce classroom theory. (Prerequisite: EL 210 or permission of the Department Head of Electronic Engineering Technology)

#### **EL 305 Design Project Preparation 1-5-3**

This course contains the background material and preparation necessary for Senior Design Project (EL 306) and consists of two separate learning modules which are studied concurrently. Module one covers the mechanics of designing and fabricating printed circuit boards. This includes the use of Electronic Design Automation (EDA) tools including, but not limited to, schematic capture and printed circuit board layout. An overview of current industry standards of workmanship and safety is included. In the second module, the student selects a project, obtains approval for that project and develops project definition. Much latitude is given in selecting a project. Projects may be undertaken individually or as teams. They may be internal or collaborative with industry. The project may involve developing a specific circuit or a more general exposure in an appropriate industrial environment. Ultimately, the project must meet the requirements outlined in EL 306 Senior Design Project and receive final approval from the instructor. Having received final approval, the definition will serve as a guideline for the next phase of the senior project. (Prerequisites: EL 110 and EN 125; corequisites: EL 102 and EL 210; or permission of department head of Electronic Engineering Technology)

#### **EL 306 Senior Design Project 2-5-4**

This course is the culmination of two years of theoretical study in the electronics engineering field and is intended to exercise and enhance the student's practical competency in that field. Combined with its preparation course (EL 305) each student will be involved with design, development, implementation, and testing of a curriculum related design as required by Project Definition developed by the student in EL 305. An accurate record of time invested is to be kept, all work is to be documented in a logbook, and regular progress reports are to be submitted. As the project nears completion, a technical write-up will be required as well as a formal presentation of the project. (Prerequisite: EL 305; corequisites: EL 215 and EL 251; or permission of department head of Electronic Engineering Technology)

## **English**

#### **EN 100 Introductory English 4-0-4**

This course prepares students for success in English Composition through active reading and critical thinking, practice with the stages of the writing process (including

prewriting, drafting, organization, development, coherence and editing), and work with grammatical concepts that affect clarity and style. **The four institutional credits awarded for this course do not count toward graduation requirements but are calculated into GPA.** Students are expected to receive a grade of "C" or higher in EN 100 to advance to EN 101 English Composition.

#### **EN 101 English Composition 4-0-4**

Required of all freshmen, and designed to teach students to write clear, vigorous prose. An individualized approach which emphasizes the composing process is used. **Available in Honors format.**

#### **EN 102 Introduction to Literature 3-0-3**

An introductory survey exposing the student to representative works from the major genre forms: fiction, poetry and drama. **Available in Honors format.**

#### **EN 120 Communications 3-0-3**

Through this survey course focusing on the application of communication principles and theories, students will develop public speaking, interpersonal, intrapersonal and group communication skills. Through an in-depth look at self-concept, verbal and nonverbal language and listening skills, students gain an increased awareness of the way they perceive themselves and others as well as the cultural and ethical implications of behavior. Coursework includes a variety of speeches, exercises and writing assignments. **Available in Honors format.**

#### **EN 121 Introduction to Film 3-0-3**

The art, history, technology and theory of the narrative motion picture from the silent period to the present.

#### **EN 125 Communication and the Literature of Science and Technology 3-0-3**

Built around the theme of science and technology, this course focuses on improving communication skills. Areas of study include critical reading, critical thinking, public speaking, interpersonal communication and writing. Topics of readings may vary and could include any of the following: physical and technical sciences; natural and health sciences; or social sciences.

#### **EN 150 Introduction to Drama 3-0-3**

An introductory survey involving the study of drama as literature and performance beginning with the Greeks and continuing through Shakespeare to the present.

#### **EN 160 Introduction to Poetry 3-0-3**

A course designed to make students aware of the aesthetic value of poetry and to develop their critical skills as readers. Included is an in-depth study of the various genres and structural elements of poetry. Genres considered are sonnet, ode, elegy, ballad, epic, dramatic monologue and open form. Structural elements surveyed include imagery, sound, rhythm, rhyme, tone and diction.

#### **EN 210 British Literature I 3-0-3**

This course traces the development of British literature from the Middle Ages through the early eighteenth century and

includes readings in poetry, fiction, essay, and drama. Authors' works will be examined within the cultural, philosophical and political climate in which they were created. (Prerequisite: Successful completion of EN 101 or equivalent and an introductory level literature course are highly recommended.)

### **EN 211 British Literature II 3-0-3**

This course traces the development of British literature from the late eighteenth century to the present. The poetry, fiction, essays, and dramas of several major authors of the Romantic, Victorian and Modern periods will be studied. Authors' works will be examined within the cultural, philosophical and political climate in which they were created. (Prerequisite: Successful completion of EN 101 or equivalent and an introductory level literature course are highly recommended.)

### **EN 214 American Literature Survey I: to 1865 3-0-3**

An historically-based survey course covering American literature from first (native) American literature to the Civil War. It is designed for English majors and others interested in the character and history of United States literature. Students read representative major, as well as minor, writers from various literary periods and movements. Readings will be set in historical and cultural contexts. (Prerequisite: Successful completion of EN 101 or equivalent and an introductory level literature course are highly recommended.)

### **EN 215 American Literature Survey II: 1865 – present 3-0-3**

An historically-based survey course covering American literature from 1865 to the present. It is designed for English majors and others interested in the character and history of United States literature. Students read representative major, as well as minor, writers from various literary periods and movements. Readings will be set in an historical and cultural context. (Prerequisite: Successful completion of EN 101 or equivalent and an introductory level literature course are highly recommended.)

### **Special topics courses listed under EN 221 Film Genres and Directors**

Courses under this heading will offer students an advanced, focused examination of the art, history and theory of a body of narrative films, which may be related by genre, filmmaker, country, style, movement, theme and/or culture and ideology. Courses will utilize viewing, lectures and class discussion and emphasize film theory, criticism and history. Note: this course may be repeated for credit as topics change, providing student earned a grade of C or better. (Prerequisite: successful completion of EN 101, or equivalent, or permission of the Department Head of English; an introductory level literature course is highly recommended)

#### **EN 221A - Images of Light 3-0-3**

Utilizing viewings, lectures and class discussion and emphasizing film theory, criticism and history, Images of Light explores the creative and dynamic interrelationships of filmmaking, particularly between the director and the director of photography; between the vision of a film and its realization.

#### **EN 221B - Films of 1962 3-0-3**

This course is an examination of the year 1962 in film, arguably the best year in international filmmaking. Utilizing film viewing, lectures, projects and discussions the course will explore not only how and why international filmmaking reached its apogee in 1962 but also the lasting effects of these films and the filmmakers. Films screened include Jules et Jim; Eclipse; Through a Glass Darkly; Viridiana; Yojimbo; Last Year at Marienbad; Cleo From Five to Seven; Manchurian Candidate; To Kill a Mockingbird; Lolita; Ride the High Country; Miracle Worker; Man Who Shot Liberty Valance; and, Lawrence of Arabia.

#### **EN 221C - American Independent Cinema 3-0-3**

An Independent Film is a film that has been funded independently of a Major Studio, typically the monies come from limited partnerships, personal loans, presales, private investors and even credit cards. The late 1980's and 1990's saw a tremendous emergence of US independent cinema, as an enormous variety of eccentric and challenging filmmakers and evolving film styles came to America. This course will focus on American Independent Film Directors, the process of conception, funding to creation and distribution of their initial film will be examined. With several Directors we will explore their achievements as well as their studio flops.

#### **EN 221D - The Modern Classics 3-0-3**

Utilizing viewings, lectures, class discussions, presentations and emphasizing film theory, criticism and history, "The Modern Classics" (the influences on or films since the 1994 release of Quentin Tarantino's "Pulp Fiction") explores the audacity, range, depth and stylistic experimentation of the newest wave of filmmaking, as seen through American and foreign films.

#### **EN 221E - German Expressionism 3-0-3**

Utilizing viewings, lectures and class discussion and emphasizing film theory, criticism and history, German Expressionism explores the creative and dynamic interrelationships in Germany of the Expressionist Film Movement in the time between the two world wars as well as the re-interpretation of that period prior to reunification. Expressionism and Post-Expressionism as movements will be explored within the context of the times, concentrating on the intensity of the artist's inner world capturing the nightmarish quality of artistic vision. Emphasis will be placed on the "mood" of Expressionism and how art anticipates history.

#### **EN 221F American Cult Cinema 3-0-3**

The course will allow us to view, research, and discuss nearly two dozen motion pictures more or less widely regarded as "bad movies" in one or more ways. In seeking to determine intelligently what factors might contribute toward cinematic badness, we will consider subject matter, personal and societal prejudices, the effects of the passing of time, the effects of change, stigmatization of particular movie genres and/or directors and/or actors, and a wide variety of other aspects relating to viewer perception of a movie's quality or lack thereof.

**EN 221G - Darkness & Light: Film Noir 3-0-3**

Utilizing viewings, lectures and class discussion and emphasizing film theory, criticism and history, *Darkness & Light: Film Noir* explores the origins of Film Noir and examines not only pre-noir films but also noir films of the classic period as well as noir films of the post-classic and modern periods.

**EN 221H - Alfred Hitchcock 3-0-3**

An in-depth study of the film techniques and unique storytelling genius of Alfred Hitchcock, including an examination of the influences of other directors and cinematic movements on Hitchcock. This course will trace his career as the "Master of Suspense" from his early films in England to his American works and includes the star system, character development, storyboards, and the art of the action montage.

**EN 221I - Stanley Kubrick 3-0-3**

As a director known for controversial films such as *Lolita*, *Dr. Strangelove*, and *A Clockwork Orange*, Stanley Kubrick repeatedly bucked the Hollywood mainstream, emerging as an outsider who resisted the scrutiny of conventional film criticism and biography. This class will study in-depth the film techniques, influences of other directors and cinematic movements, and unique storytelling of Stanley Kubrick.

**EN 251 Contemporary Drama 3-0-3**

A seminar focused on major European and American drama since the 19th century. Through reading, discussion and lecture regarding the works of major writers, students are exposed to contemporary issues in the development of the dramatic art. (Prerequisite: Successful completion of EN 101 or equivalent and an introductory level literature course are highly recommended.)

**EN 255 Shakespeare 3-0-3**

A study of representative works by William Shakespeare. Selections are chosen from histories, comedies, and tragedies. Students are introduced to the social and cultural characteristics of the Early Modern Period, to the biography of the author, and to various issues surrounding the life and works. No previous knowledge of Shakespeare is assumed. (Prerequisite: successful completion of EN 101 or equivalent and an introductory level literature course are highly recommended)

**EN 260 The Novel 3-0-3**

A genre class designed for advanced students, "The Novel" selects from a wide range of representative texts in this essential literary form. Students will read approximately eight works of fiction. Selections may be drawn from any period of literature from the 18th-century origin of the form up to the present and may incorporate both texts written in English as well as English translations of non-English texts. Readings will be set in their historical and cultural contexts and will display the wide range of texts covered by this word "Novel." (Prerequisite: **Honors Only**. Students must have earned a B+ or better in EN101 or receive approval from the instructor.)

**EN 272 Modern Short Fiction 3-0-3**

A study of fiction focusing on elements and themes of the short story art form in stories written in the past 150 years. Through close reading, lectures and discussions, stories are placed in the contexts of literary trends, and periods. Biographical information may also be studied to gain a better understanding of the unique styles and perspectives of individual authors. (Prerequisite: successful completion of EN 101 or equivalent and an introductory level literature course are highly recommended)

**EN 285 Literature, Technology and Culture 3-0-3**

This course examines the cultural implications of science and technology in the modern world. Students study a range of essays and fictional works in traditional literature, science, and science fiction, which may include such works as *Frankenstein* and *Brave New World*. (Prerequisite: Successful completion of EN 101 or equivalent and an introductory level literature course are highly recommended.)

**EN 287 Women in Literature 3-0-3**

Images and roles of women in literature are traced from historical to contemporary times through a study of selected works in fiction, poetry and drama. (Prerequisite: Successful completion of EN 101 or equivalent and an introductory level literature course are highly recommended.)

**Special Topics courses listed under EN 291 Contemporary Issues and World Literature**

An investigation of current and enduring issues through world literature. Emphasis on 20th century works, but works from other periods also considered. Topics vary from year to year and with the instructor. See department for details of current offerings. (Prerequisite: Successful completion of EN 101 or equivalent and an introductory level literature course are highly recommended.) **Available in Honors format.**

**EN 291A Contemporary Latin American Literature 3-0-3**

Images and examples of Latin American culture in literature are traced from historical to contemporary times with an emphasis on 20th century contemporary works through a study of selected works in fiction, poetry, film and drama.

**Special topics courses listed under EN 295 Creative Writing**

Courses under this heading are designed for writers interested in learning about creative writing. Students will present and critique their own original work and the work of their classmates as well as examine published works. Additionally, students will explore the various elements of drama, fiction or poetry or mixed genre, depending on the focus of the specific course. Information on preparing a manuscript for submission and publication may also be included. (Prerequisite: EN 101 or permission of the instructor; a literature course is recommended)

**EN 295A Creative Writing: Fiction 3-0-3**

This is a course designed for writers interested in learning more about the craft of fiction writing. Students will examine published short stories in the classic and contemporary canon as well as present and critique their own work and the work of others.

Additionally, the students will explore some of the genres of fiction in more depth including science fiction and fantasy, mystery and children's books. Lectures on preparing a manuscript for submission and the publishing industry are included as well. **Available in Honors format.** (Prerequisite: EN 101 or permission of instructor. Students who do not have the prerequisite may be asked to submit a writing sample before enrollment is confirmed. Suggested additional prerequisite: a literature elective.)

#### **EN 295B Creative Writing: Poetry 3-0-3**

This course is designed for writers interested in learning about the craft of poetry writing. Students will present original work to their teacher and classmates for discussion and critique as well as examine published works. Additionally, the students will explore the various elements of poetry. Students will be expected to spend the majority of their time writing and revising original works. Information on preparing a manuscript for submission and publication may also be included. (Prerequisite: EN 101 or permission of the instructor; EN 102 or EN 160 is recommended)

#### **EN 295C Creative Nonfiction 3-0-3**

This course provides an introduction to the art and craft of writing creative nonfiction, an approach to "telling the truth" that uses many of the tools of both fiction writing and journalism. Students will read, write, critique, and analyze pieces demonstrating the different styles in this genre: memoir, essay, and literary journalism. In addition, this course will include lectures, workshops, and peer editing. Students will experiment with the basic techniques of journalism, such as researching, reporting, and interviewing. The goal is to help students write stories that give meaning to experience, in a way that touches others. (Prerequisite: EN 101 or by permission of the instructor)

## **English as a Second Language**

#### **LS 101 Basic Writing 3-0-3**

This course focuses on developing writing skills at the paragraph level. Students will have opportunities to develop writing skills through a learning process that integrates reading, writing, and grammar practice. In learning and practicing a variety of writing tasks, students will gain increasing competence in expressing themselves in appropriate written English in an academic context. The developmental process also encourages cultural learning. **The three institutional credits awarded for this course do not count toward graduation requirements but are calculated into GPA.** (Prerequisite: Students must attain a minimum composite score of 55 on the MTELP. Completion of this course with a grade of "C" or better will satisfy the prerequisite for LS201 Academic Writing.)

#### **LS 102 Pronunciation Matters 3-0-3**

The purpose of this course is to guide students into speaking clear and natural American English. It addresses basics in pronunciation for clear communication. Contents include

sound/spelling patterns, syllables, consonant/vowel problems, linking, stress, and rhythm. The course will be a learner-centered, encouraging interactive activities and practice. **The three institutional credits awarded for this course do not count toward graduation requirements but are calculated into GPA.** (Prerequisite: Students must attain a minimum composite score of 55 on the MTELP. Completion of this course with a grade of C or better will satisfy the prerequisite for LS202 Clear Communication.)

#### **LS 104 American Culture I 3-0-3**

The major purpose of this course is to introduce and explore American culture through selected topics of interest. The course introduces typical American people, places, and ideas, providing students with essential information about the USA and stimulating cross-cultural exchange. This course emphasizes cultural awareness and addresses the four basic language skills - reading, writing, speaking, and listening. A variety of high-interest topics will enable students to take part in discussions, present short talks, solve problems, and interact with each other. **The three institutional credits awarded for this course do not count toward graduation requirements but are calculated into GPA.** (Prerequisite: Students must attain a minimum composite score of 55 on the MTELP. Completion of this course with a grade of C or better will satisfy the prerequisite for LS204 American Culture II.)

#### **LS 201 Academic Writing 3-0-3**

The goal of this course is to continue to prepare students for English composition and other academic writing at the college level. It focuses on developing writing skills at the essay level. Students will move from writing structured paragraphs to organizing, drafting, and revising complete essays. Course content includes introduction to patterns of essay organization such as the comparison and contrast, cause and effect, and process analysis. Grammar and complex sentence structures will be reviewed as needed. **The three institutional credits awarded for this course do not count toward graduation requirements but are calculated into GPA.** Prerequisite: LS 101 Basic Writing with a grade of C or better, or permission of the Department Head of Cross-Cultural Education as determined using the student's score on the MTELP.

#### **LS 202 Clear Communication 3-0-3**

The primary goal of this course is to help non-native speakers of English develop skills of oral communication and listening comprehension. Various pronunciation needs for communicating more effectively in academic or professional settings will also be addressed. The learner-centered instruction guides students in developing communicative English through a variety of interactive practices including stresses of words, intonations of sentences and styles of communication. **The three institutional credits awarded for this course do not count toward graduation requirements but are calculated into GPA.** (Prerequisite: LS102 Pronunciation Matters with a grade of C or better, or permission of the Department Head of Cross-Cultural Education as determined using the student's score on the MTELP.)

### **LS 203 Grammar Practice 3-0-3**

This course focuses on training students in developing proficiency through active grammar practice. Students will have various opportunities to learn grammar structures through systematic themes as well as practical application through exercises. Reading and other communicative activities will be integrated. Grammar exercises will cover a broad content of both a scientific and humanistic nature as well as selections from TOEFL. **The three institutional credits awarded for this course do not count toward graduation requirements but are calculated into GPA.** (Prerequisite: LS 101 Basic Writing with a grade of C or better, or permission of the Department Head of Cross-Cultural Education as determined using the student's score on the MTELP.)

### **LS 204 American Culture II 3-0-3**

The major purpose of this course is to expand the students' knowledge of the American culture through selected topics of interest. The course not only provides students with essential information about the USA but also stimulates cross-cultural exchange. This course provides students with the opportunity to conduct research and then develop and deliver presentations to the class on their findings. Four language skills - reading, writing, speaking and listening - are addressed in this course. **The three institutional credits awarded for this course do not count toward graduation requirements but are calculated into GPA.** (Prerequisite: LS104 American Culture I with a grade of C, or permission of the Department Head of Cross-Cultural Education as determined using the student's score on the MTELP.)

### **LS 205 Reading Comprehension 3-0-3**

The main goal of this course is to move learners toward higher proficiency in reading comprehension and cultural literacy by investigating concepts and texts related to many fields of study to include business, science, psychology, politics, technology, etc. Classes will emphasize a developmental process that integrates reading comprehension, vocabulary expansion, problem solving, critical thinking, and cultural literacy. Readings from journals, newspapers, and works of fiction and non-fiction will be explored in this course. **The three institutional credits awarded for this course do not count toward graduation requirements but are calculated into GPA.** (Prerequisite: LS 101 Basic Writing or LS104 American Culture I with a grade of C or better, or permission of the Department Head of Cross-Cultural Education as determined using the student's score on the MTELP.)

## **Environmental Science**

### **ENV 101 Fundamentals of Environmental Science 3-2-4**

This course will provide an introduction to the structure, function and interactions of atmospheric, terrestrial and aquatic systems, as well as the impact of the human population on such systems. Topics will include basic scientific concepts and methods for understanding human population growth and their impact on the environment, including cycles of carbon, water and other materials, weather and climate, and sustainability of natural resources, in particular water and energy. The course will evaluate natural environmental processes, as well as human impacts

to these processes, using case studies and real data to demonstrate the role of science in solving pressing environmental problems. (Prerequisite: high school biology and chemistry recommended)

## **Fine Arts**

### **DANC 101 Dance Survey I 0-5-2**

This studio class provides novice dancers with the fundamentals of strength and conditioning and an introduction to the basic dance genres of ballet, tap, jazz, and contemporary/lyrical. (Pass/No Pass grades only. Classes are held at the Concord Dance Academy. Students are required to wear dance-appropriate clothing.)

### **DANC 102 Dance Survey II 0-5-2**

This studio class builds on the fundamentals of strength and conditioning and the introduction to the basic dance genres of ballet, tap, jazz, and contemporary/lyrical presented in Dance Survey I. (Pass/No Pass grades only. Classes are held at the Concord Dance Academy. Students are required to wear dance-appropriate clothing.) (Prerequisite: Successful completion of Dance Survey I or placement audition.)

### **FA 105 Introduction to Music 3-0-3**

This course offers a fundamental approach to perceptive listening based on a detailed study of several masterpieces representing different periods and forms. The pieces will be studied from aesthetic and historical perspectives.

### **FA 106 The History of Jazz, Blues and Rock and Roll 3-0-3**

This course examines the history of three of America's great musical contributions to world culture-jazz, blues and rock & roll-via detailed study of several masterpieces in each genre. Students will explore the fundamental musical elements, the historical roots and the development of musical traditions of each style. Various listening and vocal music guides will facilitate the student's knowledge and awareness.

### **FA 107 World Music 3-0-3**

Through the exploration of "soundscapes," or music within a cultural setting, students will learn sound characteristics and instrument classification that can be used for any type of music. Students will come to understand the significance of music within a culture. Students will develop critical listening skills and the vocabulary necessary to understand and evaluate music. No musical background is necessary.

### **FA 140 Introduction to Modern Dance 1-4-3**

This course is designed to guide students' knowledge and awareness of the performing art form that is Modern Dance through the study of the history of modern dance via assigned readings and viewings of videotaped performances by various modern dance companies and through the physical development of a basic movement vocabulary, elementary dance technique, improvisation exploration, and composition. Students must wear fitted sweat pants, running pants or shorts, and fitted T-shirts or a leotard with footless tights or other dance/exercise clothing during class sessions. **This course will be taught at the Petit Papillon dance studio, which is a 10-15-minute drive from the NHTI campus.**

**Students should plan their schedules to accommodate travel time.**

#### **FA 141 Ballet Fundamentals 0-3-1**

This course is designed to guide students' knowledge and awareness of the performing art form that is Classical Ballet through the following process: the study of the history of Classical Ballet by assigned reading, viewings of videotaped performances by various professional ballet companies, and by attending a live performance (**which may require special travel and separate ticket purchase**); the physical execution of basic ballet technique. (**Special attire - Women:** leotard and tights or other dance/exercise clothing, ballet slippers; **Men:** fitted sweat pants, running pants or shorts and fitted t-shirt.) **This course will be taught at the Petit Papillon Dance Studio, which is a 10-15 minute drive from the NHTI campus. Students should plan their schedules to accommodate travel time.**

#### **FA 150 Introduction to Guitar 3-0-3**

This course offers a fundamental approach to learning the guitar for beginning students with varied levels of experience. Students will be involved with and exposed to performance situations, some practical applications of music theory as well as different playing styles and techniques. Students must provide their own instruments. Acoustic instruments only.

#### **FA 155 Vocal Production and Performance 2-2-3**

This course offers an opportunity to study various aspects of vocal production and performance, which will include vocal process from theory to application. The vocal process will focus on optimizing one's vocal understanding through performance techniques and musicianship.

## **Foreign Language**

#### **FL 104 American Sign Language for Beginners 3-0-3**

This course will introduce students to basic knowledge and skills of American Sign Language. Students will achieve the beginning levels of fluency in communicating through the use of ASL.

#### **FL 105 Advanced American Sign Language 3-0-3**

This course will teach students the advanced skills and knowledge of American Sign Language. Students will achieve fluency in communicating through the use of ASL.

#### **FL 110 Elementary Japanese I 3-0-3**

An introduction to modern Japanese language and culture. Students can expect to master basic reading and writing skills. Emphasis, however, will be placed on developing listening skills and speaking skills. A variety of materials will be utilized to expose students to Japanese culture. No previous knowledge of Japanese required.

#### **FL 111 Elementary Spanish I 3-0-3**

A fully integrated introductory Spanish course. The course is designed for beginning Spanish students whose learning objectives and needs are in any of the following categories: continued language study, business purposes, or travel. The

emphasis is to develop proficiency in communicative skills concentrating on the dynamic application of the living language taught through dialog, phonetics and vocabulary. A strong grammar foundation and other basic language skills are taught through actual phrases and sentences, helping the student develop an instinctive sense of the correct usage. These objectives will be achieved through the following approaches: speaking, listening, reading, writing, and cultural studies.

#### **FL 112 Elementary Spanish II 3-0-3**

A fully integrated intermediate Spanish course. The course is designed for intermediate Spanish students whose learning objectives and needs are in any of the following categories: continued language study, business purposes, or travel. The emphasis is to consolidate and reinforce the language skills acquired in Elementary Spanish I or the equivalent and to continue building communicative skills and cultural appreciation. The course continues to offer a comprehensive review of basic first year grammar structures, while developing proficiency and advancement in communicative skills concentrating on the dynamic application of the living language taught through dialog, phonetics and vocabulary. A strong grammar foundation and essential language skills are taught through actual phrases and sentences, helping the student develop an instinctive sense of the correct usage. These objectives will be achieved through the following approaches: speaking, listening, reading, writing, and cultural studies. (Prerequisite: FL 111, the equivalent or permission of department head of English)

#### **FL 115 Elementary German I 3-0-3**

This course is designed for beginning German students who are interested and motivated in speaking and learning about the rich German language and culture. It is designed for continued language study, travel and business purposes. Since a German native speaker will be teaching the course, the emphasis will be in communicative as well as written skills of the living German language. Vocabulary and phonetics studies will be enhanced through visual and auditory means. Dialogue and oral presentations will help students form and develop these skills. For correct usage of the language, a strong grammar foundation will be given through multiple reading, speaking, writing and listening practices. Current German topics will also be discussed and there will be German guest speakers.

#### **FL 116 Elementary German II 3-0-3**

This course is designed for students who have been exposed to the German language and have knowledge of German present-, past- and present perfect-tenses. Students should be motivated and interested in speaking German and learning about the rich German culture. The class is designed for continued language study, travel and business purposes. Since a German native speaker will be teaching the course, the emphasis will be in communicative as well as written skills of the living German language. Vocabulary and phonetics will be enhanced through visual and auditory means. Dialogue and oral presentations will help in forming and developing these skills. For correct usage of the language a strong grammar foundation will be given through multiple reading, speaking, writing and listening practices. German



history and current German topics will also be discussed and there will be German guest speakers.

### **FL 121 French I 3-0-3**

An introduction to basic French language, history, and culture through a balanced four-skills approach to learning through listening, speaking, reading, and writing activities. Multimedia resources, interactive language programs, videos, and the Internet will be used. **French I is geared toward students who have no previous knowledge of the language.**

### **FL 122 Elementary French II 3-0-3**

A fully integrated intermediate French course that uses a multimedia approach to emphasize near-complete immersion in the French language and to build on the skills outlined in French I (FL 121). **French II is intended for students who have one or two years of high school French.** (Prerequisite: FL 121 or equivalent)

## **General Studies**

### **GS 100 College Success Seminar 1-0-1**

This course introduces students to the foundations of college success and to the academic environment of NHTI. Academic advising, self-assessment and the development of a career portfolio help students to identify and achieve academic and professional goals and support lifelong learning. This course is required for all General Studies and Associate in Arts majors except for those enrolled in GS 102 Study Strategies or for those planning to apply for experiential credit (see GS 101 below). **Please see the General Studies department head for the Waiver Policy for this course.**

### **GS 101 Assessment of Prior Learning 1-0-1**

This course, required for all General Studies majors who wish to apply for experiential learning credit, will assist the student in defining career objectives and preparing proposals for experiential learning credit. It will include advising and in-class writing sessions.

### **GS 102 Study Strategies 2-0-2**

Through the presentation of topics ranging from reading and study strategies to stress management, students become better equipped to adjust to the college experience and increase their chances of academic success. Individual periodic conferencing is also a key element of the course. It is open to all students and required for some AGS students. Waivers from GS 102 can be granted for students transferring two or more college level classes with grades of B- or better. GS 102 will fulfill the GS 100 course requirement for all General Studies and Associate in Arts majors. GS 102 may **not** be taken as an elective to meet graduation requirements.

### **GS 102EL Study Strategies for Non-Native Speakers of American English 2-1-2**

Through the presentation of topics ranging from reading and study strategies to stress and time management, students become better equipped to adjust to the American college experience and increase their chances of academic success.

Group discussion and periodic individualized conferencing are also key elements of the course. GS 102EL will fulfill the GS 100 course requirement for all General Studies and Associate in Arts in Liberal Arts majors. GS 102EL may **not** be taken as an elective to meet graduation requirements. (Prerequisite: LS 201 or permission of the Director of Cross-Cultural Education; Corequisite: LS 103 or permission of the Director of Cross-Cultural Education)

### **GS 104 Study Strategies Seminar 1-0-1**

Designed for students who were required to take GS 102 and whose cumulative GPA is 2.69 or below after the first semester. Study Strategies Seminar provides students opportunities to further develop and apply college success strategies to their second-semester courses while maintaining contact with their academic advisor through frequent conferencing. GS 104 may **not** be taken as an elective to meet graduation requirements. (Prerequisite: GS 102)

## **Gerontology**

### **GE 195 Gerontology Practicum I 2-8-4**

The student will work in an approved Gerontological setting under the supervision of an approved professional. Periodic conferences between the Supervisor and Practicum Coordinator are planned in order to evaluate the student's progress. At the close of the semester, the student will submit documentation of the practicum activities/experience and demonstrate the ability to relate theory to practice I the chosen field of experience. The student will complete a total of 125 hours of field experience. (Prerequisites: HU 104, HU 111, HU 221, MH 187 and a major field GPA of 2.0)

### **GE 298 Gerontology Practicum II 2-8-4**

Students will continue their field experience work in an approved Gerontological setting under the supervision of an approved professional. Skills, knowledge and personal characteristics are built upon and integrated into the learning and supervision of this course, as well as second year coursework including ethics, individual counseling and conflict resolution. Periodic conferences between the Supervisor and Practicum Coordinator are planned in order to evaluate the student's progress. At the close of the semester, the student will submit documentation of the practicum activities/experience and demonstrate the ability to relate theory to practice I the chosen field of experience. The student will complete a total of 125 hours of field experience. (Prerequisites: GE 195, HU 104, HU 111, HU 221, MH 187 and a major field GPA of 2.0)

## **Health Science**

### **HS 101 Medical Terminology 3-0-3**

A course designed to promote an understanding of the proper use, spelling, pronunciation and meaning of medical terms. This course emphasizes learner participation through group activities and reading assignments. Basic anatomy and physiology and common pathology of the body systems will also be discussed. Designed for people working in the health care environment.

### **HS 104 Health Care Data Content and Delivery Systems 3-0-3**

This course will introduce the generic components of the content, use and structure of health care data and data sets, how these components relate to primary and secondary record systems and to introduce legal and ethical issues applicable to health information. Discussions will include health record content, documentation requirements comparing the various regulatory agency requirements and introduction to payment and reimbursement systems. The organization, financing and delivery of health care services in both the hospital and the medical office practice will also be discussed.

### **HS 116 Introduction to Hospital Coding 4-0-4**

The course provides an introduction to hospital coding concepts, nomenclature and classification systems. It includes discussion of inpatient reimbursement systems including prospective payment, managed care and other third party payers. An introduction to basic current hospital coding systems principles in assigning valid diagnostic and procedural codes is presented. "Official Inpatient Coding Guidelines" developed by the American Hospital Association (AHA) are utilized for accurate coding assignment of diagnoses and procedures. (Prerequisites: successful completion of HS 101, BI 120, and BI 122, or permission of the Program Coordinator of Medical Coding)

### **HS 117 Intermediate Hospital Coding 3-0-3**

Presented in this course will be higher level current hospital coding systems principles in assigning valid diagnostic and procedural codes, expanding on and further applying concepts learned in Introduction to Hospital Coding. "Official Inpatient Coding Guidelines" developed by the American Hospital Association (AHA) are utilized for accurate selection of principal diagnosis and procedure and determining other diagnoses or procedures that will be coded. An introduction to the 3-M computerized grouper and encoder will be presented. (Prerequisite: completion of Introduction to Hospital Coding (HS 116) with a grade of "C" or higher.)

### **HS 118 Advanced Hospital Coding 3-0-3**

This is an advanced coding course which presents more complex cases using medical record reports. Students must read and interpret data utilizing prior learned skills from HS 101, BI 120, BI 122. The 3M computerized encoding and grouping system will be employed to provide experience in utilizing technology to select codes and to calculate DRG (diagnosis related groups) payments for prospective payment systems. The student will expand on and apply the principles of reimbursement and coding derived from Introduction to Hospital Coding and Intermediate Hospital Coding at an advanced level. The student will use the AHA "Official Inpatient Coding Guidelines" to accurately identify and sequence the principal diagnosis and procedure. Coding discussions will include determining which diagnoses or procedures should be included as secondary. (Prerequisite: completion of Intermediate Hospital Coding (HS 117) with a grade of "C" or higher.)

### **HS 119 Ambulatory Coding 4-0-4**

This course presents hospital ambulatory coding using Current Procedural Terminology (CPT) coding systems for

procedures and the current hospital coding system for diagnoses. Ambulatory reimbursement and payment systems are presented including prospective payment system and regulatory compliance issues. The course will include an introduction to ambulatory coding and applying the principles to medical record documentation. The 3M computerized encoding and grouping system will be employed to provide experience in utilizing technology to select codes and to calculate payments for prospective payment systems. (Prerequisite: completion of Advanced Hospital Coding (HS 118) with a grade of "C" or higher.)

### **HS 150 Introduction to Personal Wellness 1-1-1**

This course will help students to make thoughtful lifestyle choices regarding exercise and diet. Students will learn to measure fitness levels using objective measures and to influence personal fitness levels with wise nutritional choices and regular exercise. Introduction to Personal Wellness is "active." Students should expect movement, exercise, fun, and play.

### **HS 152 Personal Trainer Course 3-2-4**

This course addresses pertinent topics for the fitness professional and bridges the gap between theory and practice through practical hands-on training performed within the classroom and lab portions of the course. Following a structured "read, write and apply" format, students will attain the knowledge and abilities necessary to competently perform the tasks required of successful fitness professionals. Upon completion of the course, students should be well prepared to take the National Council on Strength and Fitness NCSF-CPT examination.

## **History**

### **HI 104 Western Civilization: Antiquity to 1650 3-0-3**

This is the first of a two-course sequence about Western civilization. Study of history addresses the goals of being an educated person by liberating the learner from a narrowed perspective. Thinking about and understanding the past clearly provides for better alternatives in the present and the future. This course provides opportunities to learn about major historical events and trends from the earliest civilizations up to the Reformation which have shaped the past, present and will impact on the future. Social, political, intellectual and economic changes will be among the topics explored, as will critical scrutiny of Western tradition.

### **HI 105 Western Civilization: 1650 to Present 3-0-3**

Study of history addresses the goals of being an educated person by liberating the learner from a narrowed perspective. Thinking about and understanding the past clearly provides for better alternatives in the present and future. This course provides opportunities to learn about major historical events and trends since the mid fifteenth century which have shaped the past, present and will impact on the future. Social, political, intellectual and economic changes will be among the topics explored, as will critical scrutiny of Western tradition.

### **HI 120 United States History to 1870 3-0-3**

This is a course that explores the critical historical events that

have interacted to shape life in this country from its discovery until 1870. Included will be the discovery of America; colonization; social, political and economic development; the American Revolution; political documents which establish our form of government (Declaration of Independence/Constitution); slavery, the Civil War; and Reconstruction. Major topics are emphasized within a chronological framework and serve as a systematic introduction to United States History prior to 1870.

#### **HI 121 US History, 1870 - Present 3-0-3**

A course which explores the critical historic events and forces that have interacted to shape life in the U.S. Topics will include: the Industrial Revolution, World Wars, the Cold War, the role of the U.S. as a world power, social revolutions, the Great Depression, and the workings of democracy within the republic.

#### **HI 131 World History I (to 1500) 3-0-3**

This course examines the histories of civilizations in Asia, Africa, Europe and the Americas from the earliest times to 1500. The interrelationships among these societies, and their political, social, economic, religious and cultural features will be explored.

#### **HI 132 World History II (1500 - present) 3-0-3**

This course examines the histories of civilizations in Asia, Africa, Europe and the Americas from 1500 to present. The interrelationships among these societies, and their political, social, economic, religious and cultural features will be explored.

#### **HI 221 New Hampshire History 3-0-3**

New Hampshire History is a general survey of New Hampshire's past, from prehistoric periods to the present. The course will be chronological in nature, with emphasis on certain key topics such as immigration and ethnicity, rural development, urban and industrial growth, tourism, environmental changes, and the evolution of government. Students will not simply be exposed to major events and personalities in New Hampshire history, but they will explore ways that people removed from us in time have made their living upon the land we call New Hampshire. In addition, students will use state and local resources to better understand the very nature of history and ways that the study of history provides a better appreciation of ourselves and the world in which we live.

## **Hospitality and Tourism**

#### **HT 101 Introduction to the Hospitality and Tourism Industry 3-0-3**

An introductory course providing an overview of the structure and scope of the travel/tourism and hospitality industries. This course examines the components of the tourism industry: transportation, accommodation, food and beverage, and attractions. Other topics include the history, political, social and cultural impacts tourism has on local, state and global environments. A section of the course is devoted to the State of New Hampshire Tourism environment. Students will review marketing, motivation and other forces that draw guests to the State of New

Hampshire. Students will be required to prepare a career-planning outline. **A Travel Fee of \$75 will be assessed for all students taking HT 101. The money will be used to defray some of the costs associated with student travel experiences.**

#### **HT 110 Introduction to Hotel Operations 3-0-3**

This course is designed to give an overview of the working components of a hotel and their interrelationships. Students will explore in a descriptive fashion the responsibilities of each hotel department and how and why their interactions are important. Students will examine the difference in operations of various types and sizes of hotels from B&B to full service hotels.

#### **HT 125 Travel Industry Procedures 4-0-4**

This course examines the domestic and international airline/travel agent reservation procedures. Students will examine in detail the interrelationships among the components of travel: transportation; accommodation; attractions; food and beverage; tours and cruises. Using the Internet as a resource, students will learn how to use the Internet as an effective reference tool in conjunction with some of the published travel reference books (e.g., Hotel Index). Students will complete a Foreign/Domestic Independent Tour encompassing the elements of travel. (Prerequisite: HT 101 with a grade of "C" or higher or permission of the Department Head of Hospitality and Tourism Management)

#### **HT 140 Domestic and International Tourism Geography 4-0-4**

This course examines key destination areas of the Western and Eastern Hemispheres. Students will review the major geographical characteristics of each region by exploring the locations' terrain, climate, culture and political aspects. An evaluation of sales opportunities for each destination is studied.

#### **HT 205 Quality Service Management 3-0-3**

This course examines the techniques and methods in delivering exceptional quality service for external and internal customers. Students will learn the skills and attitudes for service management through observation, video, case studies, and role play. Students will review the processes of Total Quality Management. (Prerequisite: HT 101 or HT 110 with a grade of "C" or higher or permission of the Department Head of Hospitality and Tourism Management)

#### **HT 210 Information Technology for Tourism 2-2-3**

This course surveys the impact technology has on the tourism/hospitality industry. Students will look at the components of the tourism industry - transportation, accommodation, attractions, and food and beverage - on the Internet. Students will look at the Internet from the perspective of a traveler as well as a potential vendor distributing information. Other areas surveyed are: legal issues; customer service; marketing; destination planning; and special interest. Students will survey the Worldspan® reservation system basic availability, sell, fares, and PNR (Passenger Name Reservation) formats. (Prerequisite: HT 101

with a grade of "C" or higher or permission of the Department Head of Hospitality and Tourism Management)

### **HT 211 Sports Tourism 3-0-3**

This course looks at the relationship between the sports and the tourism industries. Sport has become a motive for people to travel, leading to an industry that now focuses on sports attractions, events, and experiences available to tourists. The study of sports tourism draws upon the disciplines of sport psychology, sociology, geography, management, leisure and recreation behavior. As part of the course requirements, students will take a 3-4 night trip to a destination such as Orlando, Florida to visit world class sport and convention facilities. This is an additional expense to the student. This course is team taught by the sports management and travel/tourism programs.

### **HT 223 Airline Reservation 2-2-3**

This course provides students with hands-on experience with an airline reservation system. Students will check fees, flights, build a passenger name record (PNR) with car and hotel segments. Students will be using the Worldspan® airline system (NWA, Delta). (Open to Hospitality and Tourism Majors only; prerequisite: HT 125 or permission of Department Head of Hospitality and Tourism Management)

### **HT 225 Front Office Operations 3-0-3**

A comprehensive study of the front desk operations from a small inn to a full-service hotel. The student will explore front and back office systems. Topics include reservation procedures, registration, auditing, tour groups and check out procedures, room control, maintenance on guest accounts, public relations and sales. (Prerequisite: HT 101 or HT 110 with a grade of "C" or higher or permission of the Department Head of Hospitality and Tourism Management/Hotel Administration)

### **HT 227 Legal Issues for the Hospitality Industry 3-0-3**

Students will review theory and the application of general and contract law as they relate to business regulations. A further study of the legal procedures as they apply to the statutes and common law governing innkeeper's liability. Students will also learn the legal issues as they relate to the travel and tourism industry. Additional topics include: disclaimer of liability, safe keeping facilities, guests' rights, personnel issues and other hospitality related issues. (Prerequisite: HT 101 or HT 110 with a grade of "C" or higher or permission of the Department Head of Hospitality and Tourism Management)

### **HT 229 Hotel Management and Operations 3-0-3**

This course examines a variety of hotel operations and property management issues. Other topics include facilities management for both large and small hotels, concierge, housekeeping and restaurant operation management. Students will also explore effective customer relations in a hospitality atmosphere.

### **Special topics courses listed under HT 230**

Courses listed under this heading provide the opportunity to focus on specialized topical issues encompassing the tourism/hospitality industry and will be offered with an

interdisciplinary approach. Faculty will be presenting material not normally covered in regular course offerings. (Prerequisite: HT 101 or HT 110 with a grade of "C" or higher or permission of the Department Head of Hospitality and Tourism Management)

### **HT 230A Writing for the Travel Professional 3-0-3**

Travel writing provides some of the most powerful, elegant, and descriptive forms of writing. Travel writing ranges across the whole of the modern world, dealing with issues as varied as environment, culture, history, geographic, and political issues. The first part of the course will review the evolution/history of travel writing. The second part will review current trends in travel writing for many types of media: TV; radio; print advertisements; short stories; and essays. The student will write an article for publication. (Prerequisite: HT 101 or HT 110 with a grade of "C" or higher or permission of the Department Head of Hospitality and Tourism Management)

### **HT 245 Event, Meeting and Convention Planning 3-0-3**

This course gives students the experience in developing an event, meeting and/or conference program. Students will go through the step-by-step process of pre-planning, budget/agenda preparation, and marketing the event. Other topics include sales, negotiations and contracts. Students will complete a portfolio to include an agenda, floor plan, budget and brochure. (Prerequisite: HT 101 or HT 110 with a grade of "C" or higher or permission of the Department Head of Hospitality and Tourism Management)

### **HT 260 Hospitality Sales and Marketing 3-0-3**

This course focuses on the hospitality markets and products. The student will analyze the organization of the hotel sales and marketing department by looking at the importance of increasing revenue through special market segment, planning itineraries with tour operators, brochure design and advertisement. (Prerequisite: HT 101 or HT 110 with a grade of "C" or higher or permission of the Department Head of Hospitality and Tourism Management)

### **HT 261 Principles of Corporate Travel 3-0-3**

This course provides an overview of travel within the business community. Emphasis is on interpretation of business policies, procedures of a corporate travel agent, supervisor and manager in a travel or business environment. Additional topics include developing incentive, promotional meetings and convention travel. This course is not offered each year.

### **HT 263 Tour Planning and Cruise Sales 3-0-3**

The first half of the class is devoted to planning, guiding and escorting tours. Students will develop a tour, budget and marketing plan. Additional areas covered are group behavior, ethics and dealing with the unexpected disasters. The second half will focus on the cruise industry. Knowledge of cruise lines, destination, amenities and marketing/sales is examined. Students' understanding of the relationship geography has to identification of cruise ports is also studied. Sales skills and qualifying the client in selecting of cruise is reviewed. (Prerequisite: HT 101 with a grade of "C" or higher

or permission of the Department Head of Hospitality and Tourism Management)

#### **HT 269 Food and Beverage Management 3-0-3**

Students will examine the financial relationship of the food and beverage aspect of the hotel industry. Topics covered are: marketing, food purchase controls, production, service, management of bar and beverage, sales techniques and sanitation.

#### **HT 270 Catering Operations 3-0-3**

Food Service can determine the success or failure of any event. Catering Operations examines how a conference/event planner designs and implements the food service needs of the event. Students will review menu planning and design, software programs, beverage operations service and standards training. (Prerequisite: HT 101 or HT 110 with a grade of "C" or higher or permission of the Department Head of Hospitality and Tourism Management)

#### **HT 280 Senior Travel Seminar 2-0-2**

This course addresses current issues in the hospitality/tourism industry through discussion, reports (oral and written) and professional literature. Students will examine business ethics, professional development and case studies. Additional topics include resume preparation and interviewing techniques. Students will complete a portfolio. (Prerequisite: HT 101 with a grade of "C" or higher or permission of the Department Head of Hospitality and Tourism Management)

#### **HT 290 Hospitality and Tourism Internship 0-9-3**

The internship offers the opportunity to put learned theory to practical application in a supervised work environment. Students are required to complete a minimum of 90 hours and complete a portfolio on the internship. Periodic conferences between the site supervisor and NHTI internship coordinators are scheduled to monitor and evaluate student progress. This course is limited to seniors and requires the approval of the Department Head. (Prerequisite: 2.5 GPA in major field courses and permission of the Department Head of Hospitality and Tourism Management)

## **Human Service**

#### **HU 104 Introduction to Practicum Experience 2-0-2**

A course designed to introduce and familiarize the student with Human Service Practicum procedure, responsibilities, and protocol. Special skills needed in Human Service work will also be reviewed, including: record keeping interviewing skills; preparation of practicum portfolio and resume; and writing competency goals and objectives. Students will then apply these skills as they move out to observation opportunities and practicum interviews. Meetings with the professor will also occur for practicum approval and site selection.

#### **HU 111 Introduction to Human Service 3-0-3**

An introductory course identifying the programs and activities of social and human service. Focuses on the

practical problems facing the human service/mental health worker and examines the attitudes and objectives to be attained.

#### **HU 195 Human Service Practicum I\* 2-8-4**

The student will work in an approved human service setting under the supervision of an approved professional. Periodic conferences between the Supervisor and Practicum Coordinator are planned in order to evaluate the student's progress. At the close of the semester, the student will submit documentation of the practicum activities/experience and demonstrate the ability to relate theory to practice in the chosen field of experience. The student will complete a total of 125 hours of field experience. (Prerequisites: HU 104, HU 111, HU 221 and MH 187)

#### **HU 221 Social and Professional Issues in Today's Society 3-0-3**

The student will examine and explore a variety of social and professional issues in today's society relating to the helping field. Skill and knowledge-based topics necessary for the success of the student's career in today's workplace may include basic human needs in homelessness, poverty, advocacy work, grant writing/proposals/funding, culturally competent counselor standards and community mental health delivery systems, as well as professional issues and skills that face today's helping professional.

#### **HU 242 Ethics and the Professional Helper 3-0-3**

A case related study of the ethical principles determining the standards of practice in the Human Service Field including Mental Health and Addiction Counseling. This course is reserved for the practitioner. Topics taken from the related national code of ethics will be discussed. The issues presented will be role-played and resolved according to universal philosophical principles. Philosophy as the foundation of professional practice guides this course. It will meet professional requirements for ethical training.

#### **HU 298 Human Service Practicum II\* 2-8-4**

The student will continue his/her field experience work in an approved human service setting under the supervision of an approved professional. Skills, knowledge and personal characteristics are built upon and integrated into the learning and supervision of this course, as well as second year coursework including ethics, individual counseling and conflict resolution. Periodic conferences between the Supervisor and Practicum Coordinator are planned in order to evaluate the student's progress. At the close of the semester, the student will submit documentation of the practicum activities/experience and demonstrate the ability to relate theory to practice in the chosen field of experience. The student will complete a total of 125 hours of field experience. (Prerequisites: HU 104, HU 111, HU 221, HU 242, HU 195 and MH 187)

**\* The student will also complete an interview with the practicum coordinator the semester prior to the first scheduled practicum. Special requests regarding practicum entrance may be brought to the department head by the student. Review of the requests will be made by the department faculty and special exemptions may be made for entrance into the practicum.**

## Information Technology

### IT 102 PC Applications 3-0-3

The course introduces students to desktop applications with an emphasis on topics from a user perspective. Topics include use of: an operating system, a word processor, a spreadsheet, presentation software, Internet and hardware and software considerations. **(Note: Students may not receive credit for both IT 102 and IT 102X)**

### IT 102A PC Applications Accelerated 3-0-3

These accelerated versions of PC Applications are designed for those students who are more experienced in IT essentials and comfortable with self-directed learning. Students enrolling in IT 102A should expect topics to be introduced and developed by the instructor more quickly than in traditional sections of IT 102. The course introduces students to desktop applications with an emphasis on topics from a user perspective. Topics include use of an operating system, a word processor, a spreadsheet, presentation software, Internet and hardware and software considerations. (Prerequisite: Minimum score of 20 on the computer placement test AND a minimum score of 50 on the LASSI motivation placement test OR permission of the Department Head of Information Technology). (Note: Students may not receive credit for both IT 102 and IT 102A. Similarly, students may not receive credit for both IT 102A and IT 102X.)

### IT 102X PC Applications Extended 2-2-3

This extended version of PC Applications is designed for students less experienced in IT essentials. Topics are introduced and developed at a slower pace to enhance learning. The course introduces students to desktop applications with an emphasis on topics from a user perspective. Topics include use of an operating system, a word processor, a spreadsheet, presentation software, Internet and hardware and software considerations. (Note: Students may not receive credit for both IT 102 and IT 102X)

### IT 106 IT Career Topics 1-0-1

This course is a series of presentation and panel discussions by experts and leaders in the field on the important topics in Information Technology careers. It provides information which helps students plan their college work and anticipate how they will apply it in subsequent professional positions.

**Students with two years or more of work experience in the computer field may request a waiver from the course. Students will take IT 106 the first half of the semester and IT 107 the second half.**

### IT 107 Office Applications for IT 1-0-1

This course explores the tools and functions of MS Office used by IT professionals. Topics include authoring and formatting technical documentation, service level agreements, technical proposals, incident reports, cost benefit analysis and release notes. The course concludes with a section on collaborative authoring. **Students with two years or more of work experience in the computer field may request a waiver from the course** (Prerequisite: IT 106) **Students will take IT 106 in the first half of the semester and IT 107 in the second half.**

### IT 108 Personal Computer Hardware and Software 2-2-3

This course presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. Through hands-on activities and labs, students learn how to assemble and configure a computer and install operating systems and software. In addition, an introduction to networking is included. This course helps students prepare for the CompTIA's A+ certification. Proficiency in Microsoft Office is achieved through case study-based projects.

### IT 110 Programming Fundamentals 2-2-3

This lab-focused course introduces the fundamental skills and knowledge of computer programming for business solutions. Students encounter and resolve a range of programming problems learning the techniques of design, structured coding, debugging, error-handling and troubleshooting. The work begins with procedural syntax and concludes with the foundations of object-oriented programming, creating classes and objects. Topics include problem analysis, computer logic and flow control, decision and repetition structures, argument passing, program documentation, class definitions and use of a debugger and help/documentation resources.

### IT 140 Database Design and Management 2-2-3

This course is the first in a two-part sequence on relational database. Topics include: Structured Query Language (SQL), database design, terminology and the creation of tables, forms, queries, reports and macros. The lab component will include the development of business applications using a relational database.

### IT 150 Networking for Home and Small Businesses 2-2-3

The goal of this course is to introduce students to fundamental networking concepts and technologies. This course provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in the home and small business environment. These online materials will assist students in developing the skills necessary to plan and implement small networks across a range of applications. This course prepares students with the skills needed to obtain entry-level Home Network Installer jobs. It also prepares students for some of the skills needed for Network Technician, Computer Technician, Cable Installer, and Help Desk Technician jobs.

### IT 152 Networking at a Small-to-Medium Business or ISP 2-2-3

This course is the second of four CCNA courses leading to the Cisco Certified Network Associate (CCNA) designation. CCNA Discovery 2 course provides an introduction to routing and remote access, addressing and network services. It will also familiarize students with servers providing email services, web space, and Authenticated Access. This course prepares students with the skills required for entry-level Help Desk Technician and entry-level Network Technician jobs. This course also prepares students for the CCENT (CISCO Certified Entry Network Technician) industry certification. (Prerequisite: IT 150 with a grade of "C" or higher)

**IT 183 Introduction to RedHat Linux 3-3-4**

Students will learn to be effective users of Linux systems, acquiring skills and understanding of command line functions, file systems, users and groups, bash shell, process management, text editors, network applications, searching and organizing data, and graphical applications.

**IT 184 Linux Core Systems Administration 3-3-4**

Students will learn to be effective administrators of Linux systems, mastering tasks such as hardware and device configuration, file system management, user administration, network configurations, kernel services, attaching new Linux systems to a corporate network, configuring the new systems for end-users, and troubleshooting.

**IT 200 Spreadsheets 3-0-3**

This course provides training in introductory and advanced topics related to spreadsheet creation, formatting and printing. Topics include row and column operations, formula creation (including functions), graph creation and printing, database management techniques, and macro design and execution. (Prerequisite: IT 102 or permission of the Department Head of Information Technology)

**IT 210 Object Oriented Programming in Java 2-2-3**

This course builds on the work done in IT 110. It develops the constructs and concepts of object-oriented programming: problem conceptualization, class definition, object instantiation, method definition and invocation, the principles and practices of reuse, inheritance and polymorphism. It also introduces graphical user interfaces and event-driven programming. (Prerequisite: IT 110 or permission of the Department Head of Information Technology)

**IT 212 Visual Basic.NET 2-2-3**

This course will introduce students to object-oriented and event-driven programming. The emphasis of the course will be towards building business solutions. Topics will include: forms, events, properties, syntax, file processing, and error handling. The lab component will include developing business applications. (Prerequisite: IT 110 or permission of the Department Head of Information Technology)

**IT 214 Advanced Visual Basic.NET 2-2-3**

This course is a continuation of IT 212 Visual Basic.NET, examining more advanced topics such as arrays, collections, error handling, classes/objects, ActiveX technology, and invoking the Window API's. A hands-on lab component will include developing business applications. (Prerequisite: IT 212)

**IT 220 Supporting IT Systems 2-2-3**

Topics include: overview of the Technical Support function and organization, workflow, support skills/tools (including communication and interpersonal effectiveness, incident tracking, prioritization escalation and resolution, call handling applications, user documentation), overview of IT system development, tools/techniques of project managements and professional ethics. The lab component includes: call handling software, project management software, group exercises, written/presentation

communications exercises, and professional development exercises. (Prerequisites: IT 106, IT 108, IT 140 and IT 150)

**IT 240 Database Implementation 2-2-3**

This course is the second in a two-part sequence on relational database. Topics include: client/server application development, Structured Query Language (SQL), Extensible Markup Language (XML) and database design. The lab component will include the development of business applications using a relational database. Discussion of ASP.NET as a development tool will be included. (Prerequisites: IT 140 and IT 110)

**IT 250 Introducing Routing and Switching in the Enterprise 2-2-3**

This course is the third of four CCNA courses leading to the Cisco Certified Network Associate (CCNA) designation. CCNA Discovery 3 course familiarizes students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands-on exercises include configuration, installation, and troubleshooting. (Prerequisite: IT 152 with a grade of "C" or higher)

**IT 252 Designing and Supporting Computer Networks 2-2-3**

This course is the final of four CCNA courses preparing students for the Cisco Certified Network Associate (CCNA) designation. In the CCNA Discovery 4 course, students progress through a variety of case studies and role-playing exercises. They may include gathering requirements, designing basic networks, establishing proof-of-concept, and performing project management tasks. In addition, lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support. (Prerequisite: IT 250 with a grade of "C" or higher)

**IT 254 Advanced Routing 2-2-3**

This course is a continuation of Networking Theory II, examining advanced Router Concepts and configurations. Students will install, configure, operate and troubleshoot complex WAN networks. Topics will include more advanced Frame Relay networks, dial Access services and distance-vector versus link-state routing protocols. Advanced Router Access Control Lists for blocking unauthorized access to private networks will also be covered. (Prerequisite: IT 252)

**IT 256 Remote Access 2-2-3**

This course examines advanced LAN switching concepts including Virtual Local Area Network (VLANs) and Internetwork troubleshooting. Students will configure layer 3 and 4 constraints on switches to implement various levels of security and separation on top of basic VLANs. Internetwork troubleshooting will include all seven layers of the OSI model from the application down to the physical layer cabling. Students will be expected to design, configure and troubleshoot complex WANs and LANs. (Prerequisite: IT 252)

**IT 258 Advanced Switching 3-2-4**

This course builds upon Networking Theory II, examining

advanced LAN switching concepts including Virtual Local Area Networks (VLANS) and Internetwork troubleshooting. Students will configure layer 3 and 4 constraints on switches to implement various levels of security and separation on top of basic VLANS. (Prerequisite: IT 252)

#### **IT 260 Advanced Networking Design and Troubleshooting 3-2-4**

In this class students will be expected to design, build and troubleshoot complex Local and Wide area networks incorporating the knowledge gained from the previous networking courses. Internetwork troubleshooting will include all seven layers of the OSI model from the application layer down to the physical layer cabling. (Prerequisites: IT 254, IT 256 and IT 258)

#### **IT 262 Network Security I 2-2-3**

This course is designed to give students the skills needed to identify and resolve network security issues. The course will provide students an introduction to firewalls and other network security components that can be used to work together to create an in-depth defensive perimeter around a Local Area Network (LAN). Students will learn how to: identify threats; plan and design firewalls; develop a security policy; configure routers, workstations, servers, switches and firewall equipment for various packet filtering and security measures; create user authentication policies and methods; design and set up Virtual Private Networks (VNP); maintain and troubleshoot these systems. (Prerequisite: IT 108, IT 150, IT 152 and IT 250 (IT 250 can be taken as a prerequisite or as a co-requisite))

#### **IT 264 Wireless LANs-Design, Installation and Security 2-2-3**

This course is an introduction to Wireless LANS focusing on security, design, planning, implementation, operation and troubleshooting of wireless LANS. It will include a comprehensive overview of technologies and design best practices with particular emphasis on hands-on skills in the following areas: wireless LAN set-up and trouble-shooting; WLAN security; 802.11b/g technologies (productions and solutions); site surveys; resilient WLAN design (installation and configuration); and vendor interoperability. This course is targeted to those who need to gain the knowledge to deploy and secure a wireless LAN. Students will be expected to have a basic understanding of Local Area Networks and be familiar with configuring network settings on Windows XP. (Prerequisites: IT 108 and IT 150)

#### **IT 266 CISCO Voice Over IP 2-2-3**

This senior level course incorporates both theory and hand-on labs on topics such as connecting IP phones to the LAN infrastructure, installing Call Manager Express (CME), CME phone configuration, gateway and trunk concepts and configuration, as well as other topics pertaining to Voice over Internet Protocol. Students successfully completing this course are prepared to sit for the CCNA voice certification exam. (Prerequisite: IT 250 with a grade of "C" or higher)

#### **IT 270 Web Design and Development I 2-2-3**

Fundamentals of graphic design, as applied to the web, are discussed and web sites created using an HTML web authoring tool. Topics include: web site planning and testing; web page layout; proper navigation; use of color and images;

web hosting; publishing to a server; promoting web sites; web site accessibility; and legal issues in web design. Participants reinforce their web design skills through the design, development and publishing of their own web site design project. **Note: Students are expected to have a working knowledge of PC operating systems (i.e., Windows) and word processing (i.e., MS Word).**

#### **IT 272 Web Design and Development II 2-2-3**

This course builds on the skills developed in Web Design and Development I with emphasis on advanced techniques that create animation, interactivity and the use of audio. During the class, students plan the "story" of their project and then use the techniques learned in class exercises to create an animated site with audio effects. Other topics include: creating vector graphics; drop down menus; and publishing multimedia sites. (Prerequisite: IT 270 or permission of the department head of Information Technology)

#### **IT 274 Internet (Electronic) Commerce 2-2-3**

In this course, students are introduced to both the business and technical aspects of Internet (Electronic) Commerce. Included are: developing an e-commerce business strategy, identifying and prioritizing business processes for electronic commerce, evaluating internal versus outsourcing of electronic commerce, marketing on the Internet and measuring the results of electronic commerce initiatives, electronic commerce site servers, automated exchange of business information between an organization and its business partners, security considerations, and developing an organization's "Digital Nervous System" to exploit the advantages of electronic commerce. Web Team Project work is used to simulate an electronic commerce implementation environment and an implementation plan is created. (Prerequisite: IT 102 or IT 108 or permission of the department head of Information Technology)

#### **IT 280 Windows Server Operating Systems 2-2-3**

The focus of this course is on the use of network operating systems in a business environment. Topics include business analysis, matching systems needs within appropriate network configuration, data and systems security measures for user groups sharing files and resources, print services, network interconnectivity and related network management issues. (Prerequisites: IT 108 and IT 150)

#### **IT 292 IT Career Development 1-0-1**

This course consists of a series of readings, exercises, and presentations designed to prepare students to succeed in their IT careers. Topics include resume writing, personal networking, job search resources, interviewing, compensation negotiation, career development, and considerations in working from home. The course is completed with an internship contract approved by the instructor and the sponsor/mentor. Each student will meet with his/her internship sponsor and the instructor to delineate the scope of work. (Prerequisites: IT 107, IT 108, and IT 150)

#### **IT 294 Senior IT Internship 1-4-3**

Capstone course for the Information Technology curriculum providing application of skills acquired in a "Real World" environment. Students test their ability to organize and



interpret data, develop and apply programmed solutions to problems and submit thorough documentation of the task.

## Interdisciplinary

### **IDS 120 Global Public Health Issues 3-0-3**

This course is designed to provide students with an introduction to and overview of the key areas of global health by addressing the major determinants of health and how health status is measured to determine the burden of disease in the developing world. Using the perspectives of public health, the course will cover factors associated with the development of health problems and efforts to prevent disease in impoverished areas. Students will also explore the role of social communication, politics, religion, economics, education and culture in contributing to global public health issues and will integrate these factors and values in developing solutions to the widespread public health issues impacting communities worldwide. Students will learn about the magnitude of disease in the developing world (e.g., communicable and non-communicable disease, women and child health, nutrition, and unintentional injuries) and how health is assessed and how health systems effectively work together to improve global health. (Note: This course may be used to meet EITHER an "SO" elective OR an "HU/FA/FL" elective, but not both.)

## Landscape Design

### **LD 101 Identification and Uses of Trees 3-0-3**

Students will be introduced to evergreen and deciduous trees commonly found and used in the Northeast. Emphasis will be on identification, cultural requirements and design applications in the landscape. Students will become proficient in identifying trees by recognizing distinctive features such as height, form, twig and bud characteristics, leaf shape, color and flowers.

### **LD 102 Identification and Uses of Shrubs, Groundcovers and Vines 3-0-3**

Students will be introduced to evergreen and deciduous shrubs, vines and groundcovers commonly found and used in the Northeast. Emphasis will be on identification, cultural requirements and design applications in the landscape. Students will become proficient in identifying plants by recognizing distinctive features such as height, form, twig and bud characteristics, leaf shape, color and flowers.

### **LD 109 Basic Site Grading and Surveying 2-2-3**

This course is designed to familiarize students with surveying techniques and grading principles that are integral to interpreting topographical information and understanding natural and man-made features that influence grade changes in the landscape. Emphasis will be on practical and basic applications of survey equipment, note-keeping, plotting and other measuring techniques that are useful to landscape contractors and designers. Practical exercises include incorporating designed features such as stairs, retaining walls, ramps, walkways, swales, etc., into the landscape. (Prerequisites: high school level Algebra I and Algebra II, with grades of "C" or higher, are recommended)

### **LD 112 Landscape Drawing and Presentation Techniques 2-2-3**

This course focuses on learning the fundamentals of landscape design drawing necessary to graphically communicate design ideas. Students will learn techniques to improve line quality, lettering, sketching, rendering and drawing layout. Black and white and color media will be used. These drawing and rendering techniques will be used to create presentation quality site plans, elevations and perspectives. The use of computers as a means in creating presentation drawings will be introduced.

### **LD 115 Landscape Architectural Design Theory 3-0-3**

This course introduces the student to the field of landscaping architecture. Lectures, reading and problem-solving exercises provide a basic overview of historical, philosophical and technical aspects of the profession of landscaping architecture. The course will also explore how design, site environment and legislation affect the design process.

### **LD 217 Small Scale Design Project 2-2-3**

A studio project involving a real site to develop techniques of site analysis, client interview, and program development of a base sheer from field measurements and designing a site plan that corresponds to the client's needs, site conditions, human scale, and environmental contexts. Also included is the development of site details for decks, patios, pools, fences, and site furniture. (Prerequisites: LD 102, LD 109, and LD 112 or permission of the Department Head of the Landscape and Environmental Design program)

### **LD 220 Planting Design 3-0-3**

Lecture includes the combination of landscape elements when used with architectural, aesthetic, engineering, and climate control uses of plants. Students work in graphics skills and develop the ability to produce professional quality plans. (Prerequisites: LD 102 and LD 112)

### **LD 225 Landscape Construction Details and Methods 3-0-3**

A survey of the materials used in landscape constructions, the methods used in assembling the materials into the landscape and the forces acting on the structures. Included are the characteristics and properties of each of the landscape materials and the relative costs of the materials, including installation. Landscape materials and methods to be studied include site work, various paving materials, various structural materials, and site drainage materials. The student will learn how to read plans and also prepare plans showing construction details including: walls, walkways, wooden structures, and water features. (Prerequisite: LD 112 or permission of the Department Head of the Landscape and Environmental Design program)

### **LD 270 Sustainable Landscape Principles and Practices 3-2-4**

This course will introduce and examine the principles and practices required to create a sustainable environment. Issues facing communities locally and globally will be examined and discussed. Emphasis will be placed on methods used to create landscapes that improve the environment by conserving resources and reducing chemical application. Students will learn how site design, plant selection, and pest and water management practices

influence the sustainability of the designed landscape.  
(Prerequisites: LD 102, LD 112, and LD 220)

#### **LD 290 Senior Project/Internship 0-12-4**

As the capstone course of the Landscape and Environmental Design curriculum, this course will require the student to demonstrate integration and application of the knowledge and skills from all courses in the program. This may be achieved either through a comprehensive senior design project developed by the student under the guidance of a faculty member or through participation in a field internship with an approved industry partner. In either case, students will be required to provide regular and ongoing documentation of the learning experience to ensure that all course and program goals are met. (Prerequisite: LD 102, LD 112, LD 220 with grades of "C" or higher and the approval of the Department Head of the Landscape and Environmental Design program)

## **Learning Support**

Individualized learning support courses for students who need structured guidance, applied study skills, and instruction in time management strategies.

**Students enroll in LC courses to help them progress toward independent, self-directed learning and the rigors of college work. LC courses must be taken in conjunction with courses being taken for credit; earn institutional credit only; may not be taken as electives to meet graduation requirements, and are not eligible for financial aid. In addition, students in the AGS/AGS\* programs must either be concurrently enrolled in or have already successfully completed GS 102 (Study Strategies).**

**Students must register with permission of the Coordinator of Disabilities Services or the Director of the Learning Center for any combination of up to 3 total LC courses, not to exceed a maximum of 6 credits toward GPA during enrollment at NHTI.**

At the conclusion of any LC course enrollment, students are encouraged to use the academic supports available to all students, such as Math Lab, Writing Center, Computer Lab, request for tutor, assistive technology, and computer-aided instruction. See the "Learning Center" section elsewhere in this catalog.

#### **LC 111 Learning Skills Support 1-0-1**

Students complete individual contracts consisting of a total of 15 contact hours. Students can register for LC 111 by Week 7 of the semester.

#### **LC 112 Structured Learning Support 2-0-2**

Students complete individual contracts consisting of a total of 30 contact hours. Students can register for LC 112 by Week 4 of the semester.

#### **LC 113 Intensive Learning Support 3-0-3**

For students who need significantly more time than the typical one to two hours of independent work required for

each hour of class time. Academic guidance for those who have not demonstrated successful progress in the past will include addressing reasons for lack of success, such as fit with program requirements, goals, need for additional structure, and formal support. Students complete individual contracts consisting of a total of 45 contact hours. Students can register for LC 113 by Week 3 of the semester.

## **Legal Nurse Consultant**

#### **LNC 101 Legal Nurse Consulting 1-0-1**

This course is the introduction course for the Legal Nurse Consulting program and provides a comprehensive program for the principles and practices of Legal Nurse Consulting today. This course examines issues of health care and nursing law, as well as the judicial system. This course utilizes the most current and authoritative textbook in the specialty of legal nurse consulting and presents all facets of the practice

#### **LNC 102 Risk Management 1-0-1**

The student will define and exam risk management as well as be provided with the legal knowledge to assess and reduce risks to patients, visitors, staff and institution. The student will develop the tools for formulation of plans aimed at reduced risks.

#### **LNC 103 Administrative Law 1-0-1**

The course covers the delegation of power to agencies, the procedures followed by agencies, and judicial and other oversight of agencies. The power of agencies to promulgate rules, decide individual cases, and conduct investigations is carefully studied.

#### **LNC 104 Healthcare Law 2-0-2**

The course focuses on issues in the healthcare industry such as organization, treatment, staff requirements, regulatory compliance and record management. Topics include the delivery of healthcare services, private and public financing of healthcare services and ethical considerations.

#### **LNC 105 Legal and Healthcare Ethics 1-0-1**

Examination of ethical issues. Topics include legal professional ethical rules, healthcare ethical issues with emphasis on skills necessary to guide self and others in process of ethical decision making.

#### **LNC 106 LNC Internship 0-9-3**

The internship offers the opportunity to combine the theoretical and practical issues of the classroom in the workplace setting. Students are required to complete a specified number of hours in a law-related environment or healthcare setting. Meetings will be held with the internship coordinator to discuss the ongoing experience.

## **Mathematics**

#### **MT 103 Algebra I - Part I 4-0-4**

The first in a sequence of preparatory courses for students planning to major in health sciences, business, or computer information systems. Topics will include: fractions, decimals,

percents, linear equations and inequalities, polynomials, exponents, graphing, applications of algebra. **The four institutional credits awarded for this course do not count toward graduation requirements but are calculated into GPA.** Prerequisite: NHTI's MT 111 with a grade of "C" or higher or recommendation by the Math Department based on NHTI placement testing. Completion of this course with a grade of "C" or higher and MT 104 with a grade of "C" or higher will satisfy the math prerequisite for MT 124.

#### **MT 104 Algebra I - Part II 4-0-4**

The second in a sequence of preparatory courses for students planning to major in: health sciences, business, or computer information systems. Topics will include: rational expressions, systems of linear equations, radical expressions, quadratic equations, applications of algebra. **The four institutional credits awarded for this course do not count toward graduation requirements but are calculated into GPA.** Completion of this course with a grade of "C" or higher and MT 103 with a grade of "C" or higher will satisfy the math prerequisite for MT 124. (Prerequisite: NHTI's MT 103 with a grade of "C" or higher or recommendation by math department based on NHTI placement testing)

#### **MT 108 Introductory Technical Mathematics I 5-0-5**

The first in a sequence of preparatory courses for students planning to major in the engineering technologies. Topics will include: fractions, decimals, percents, exponents, operations with signed numbers, introduction to algebra, linear equations, factoring, graphing, elementary geometric concepts and formulas. **The five institutional credits awarded for this course do not count toward graduation requirements but are calculated into GPA.** Completion of this course with a grade of "C" or higher and MT 109 with a grade of "C" or higher will satisfy the math prerequisite for MT 133.

#### **MT 109 Introductory Technical Mathematics II 5-0-5**

The second in a sequence of preparatory courses for students planning to major in the engineering technologies. Topics will include: quadratic equations, logarithms, graphing of functions, systems of linear equations, radicals, Pythagorean theorem, similar figures, elementary trigonometry. A graphing calculator\* will be required. **The five institutional credits awarded for this course do not count toward graduation requirements but are calculated into GPA.** Completion of this course with a grade of "C" or higher and MT 108 with a grade of "C" or higher will satisfy the math prerequisite for MT 133.

#### **MT 111 Pre-Algebra 5-0-5**

This course will review the essential math skills required for success in an elementary algebra course. Topics will include: basic arithmetic operations with whole numbers, decimals, fractions, signed numbers, percent, ratio and proportion, systems of measurement and conversions, introduction to basic algebra and geometry. **The five institutional credits awarded for this course do not count toward graduation requirements but are calculated into GPA.** Completion of this course with a grade of "C" or higher will satisfy the prerequisite for MT 103.

#### **MT 113 Accelerated Introductory Mathematics 6-0-6**

This course is designed for those students who are starting engineering technology or information technology programs and need a review of high school algebra, algebra II, or geometry. Topics include: introduction to algebra, solutions of linear equations, factoring algebraic fractions, exponents, quadratic equations, properties of logarithms, basic concepts of geometry including the Pythagorean theorem, similar figures and solid geometry, trigonometry. A graphing calculator\* will be required. **The six institutional credits awarded for this course do not count toward graduation requirements but are calculated into GPA.** Completion of this course with a grade "C" or higher will satisfy the math prerequisite for MT 133. (Prerequisite: high school Algebra I)

#### **MT 115 Practical Mathematics in Electronic Technology 4-1-1**

This course is designed to reinforce basic mathematical concepts and introduce terminology and problem solving with applications employed in Engineering Technology to students planning to enter the Electronic and Computer Engineering Technology curriculums. Topics covered include: engineering notation; precision and accuracy of numbers; use of the TI-86 calculator and order of operations; solution of literal equations; units of measure; and conversion within and between systems of units. Also included are: an introduction to basic electric circuits; component identification; and measurement techniques. Exercises and laboratory experiments will concentrate on developing methods of analysis employed in problem solving. Emphasis is placed on terminology and development of methods and analytical skills applied in engineering technologies. Theory will be reinforced through laboratory experiments. **(The institutional credit awarded for this course does not count toward graduation requirements but is calculated into GPA; grading will be Pass/Fail.)**

#### **MT 120 Topics in Applied College Mathematics 4-0-4**

This course is designed to expose the student to a wide range of general mathematics. Problem Solving and Critical Thinking skills, along with the use of technology, will be emphasized and reinforced throughout the course as the student becomes actively involved in solving applied problems. Topics to be covered include: Number Theory and Systems, Functions and Modeling, Finance, Geometry and Measurement, Probability and Statistics, and selected subtopics related to the student's major field of study. (Prerequisite: NHTI's MT 103 with a grade of "C" or higher or the high school equivalent with a grade of "C" or higher)

#### **MT 124 College Algebra 4-0-4**

Topics will include: Linear equations and inequalities and their graphs; systems of linear equations and inequalities; quadratic (and higher degree) equations; linear, quadratic, and higher degree models and applications; rational and radical equations and functions; exponential and logarithmic functions; conic sections; sequences, series, and the binomial theorem. A TI-83(+) or TI-84(+) graphing calculator is required. (Prerequisite: High school Algebra I with a grade of "C" or higher OR NHTI's MT 103 and MT 104, both with grades of "C" or higher.)

**MT 125 Finite Mathematics 4-0-4**

Topics include: matrices, linear programming, counting techniques, sets, probability, statistics, mathematics of finance, logic, Markov chains, game theory. Applications will be emphasized. A graphing calculator\* will be required. (Prerequisite: MT 124)

**MT 129 Math for Allied Health 3-0-3**

This course is designed for students in the allied health fields. Topics covered will include: basic arithmetic operations; basic topics from geometry; conversion of units; dosage calculations; linear functions, statistics and probability as they relate to the study of health data; inductive and deductive reasoning for the purpose of drawing valid conclusions. (Prerequisite: High school algebra I with a grade of "C" or better **or** NHTI's MT 103 **and** MT 104 with grades of "C" or better) Please note that this course does not meet the minimum math requirement for the Associate in Science in General Studies and Associate in Arts with a major in Liberal Arts programs; it may, however, be used as a liberal arts elective in those programs.

**MT 133 Elementary Functions 4-0-4**

Topics will include: algebraic concepts and operations; linear, quadratic and trigonometric functions; vectors; systems of linear equations; exponential and logarithmic functions; and ratios, proportion and variation. A graphic calculator\* will be required. Prerequisite: prior knowledge of algebra I, algebra II and geometry is assumed)

**MT 134 Pre-Calculus 4-0-4**

Topics will include: complex numbers; trigonometric identities and equations; polynomial and rational functions; conic sections; non-linear systems; non-linear inequalities; sequences and series; limits and continuity; and probability and statistics. A graphing calculator\* will be required. (Prerequisite: MT 133)

**MT 205 Calculus I 4-0-4**

This course in the calculus of one variable will include: limits; derivatives of algebraic, trigonometric, exponential and logarithmic functions; antiderivatives; and an introduction to integration. Applications will be stressed throughout the course including: velocity, acceleration, curve sketching, optimization and related rates. A graphing calculator\* will be required. (Prerequisite: MT 134)

**MT 206 Calculus II 4-0-4**

Topics will include: indefinite integration; the definite integral; the Fundamental Theorem of Calculus; integrals of elementary transcendental functions; techniques of integration; polar coordinates; and power series including Taylor series. Applications will be stressed throughout the course including: area; volumes of revolution; centroids; and moments of inertia. A graphing calculator\* will be required. (Prerequisite: MT 205)

**MT 210 Differential Equations 4-0-4**

This course in differential equations will include: methods of solving and applications of ordinary first- and second-order differential equations; Laplace Transformations; series solutions; basics of linear algebra; and boundary value

problems. A graphing calculator\* will be required. (Prerequisite: MT 206 Calculus II with a grade of "C" or higher or permission of the Department Head of Math/Physics)

**MT 251 Statistics 4-0-4**

Topics include: basic measurements of central tendency and variability; frequency distributions; probability; binomial, Poisson, and normal distributions; sampling distributions; estimation of parameters; hypothesis testing; simple and multiple regression; correlation. A graphing calculator\* will be required. (Prerequisite: MT 124)

\* A Texas Instruments model TI-83+ is required for MT 109, MT 113, MT 124, MT 125, MT 133, MT 134, MT 205, MT 206 and MT 251.

## Manufacturing Engineering Technology

**MF 111 Manufacturing and Materials Processing 3-2-4**

The course is designed to provide a basic understanding of traditional methods of materials processing used in product manufacturing. Through lectures, demonstrations, and firsthand laboratory exposure, the student is given the theory and applications of each process. The following are covered: casting, extruding, forging, molding, forming, heat treating, joining, and an introduction to machining methods, both conventional and numerically controlled.

**MF 202 Measurement and Control 3-2-4**

The course begins with the study of basic electronics (analog and digital) and electronic components (transistors, op-amps, SCR's). Electromechanical principles are introduced, leading to consideration of sensors and transducers used in production processes. Paralleling this sequence is the development of programming in Visual Basic. These two paths join during the second half of the course where programming logic controllers (PLC's) and relay ladder logic (RLL) are presented. In the laboratory, students gain hands-on experience with all hardware and software covered in the course. (Prerequisites: IT 102, PH 135 (or basic AC/DC theory))

**MF 220 Manufacturing Processes and Machine Tools 3-3-4**

A technical study of the theory, equipment and application of machine tool and metal removal processes. In addition to understanding machining methods, the economics and comparison between machining methods are stressed. Processes covered are turning, milling, drilling, broaching, abrasive machining, finishing, numerical control as well as electrical and chemical machining. Theory is applied through actual machine operation in laboratory. (Prerequisites: EN 125, MF 111 and MC 102)

**MF 230 Production Systems 3-2-4**

A study of the organization of the production system as well as the techniques used to control its operation. Topics covered include production planning, plant layout, inventory control, work measurement, job sequencing, and operation scheduling. The laboratory sessions will apply the techniques studied through a series of integrated projects which develop

the use of traditional as well as computer-aided methods. (Prerequisites: MF 111 and IT 102)

**MF 241 Computer Integrated Manufacturing (CIM) 3-3-4**

A study of flexible industrial automation as it applies to product-producing industry. Particular emphasis is on robotics, numerical control and computer integrated manufacturing. The basic theory and application of these areas are studied. In the laboratory portion of the course, the student has the opportunity to set up, program, and operate all aspects of a computer-controlled manufacturing system. Programmable logic controllers, vision systems, and a variety of robotic devices and CAM capabilities are included. (Prerequisites: MF 202, MF 220 and IT 102)

**MF 252 Quality Control 3-2-4**

A study of the techniques used to collect, organize and analyze information which can be used in making decisions regarding quality. The course will begin with the basic principles of statistics and probability and will then develop such topics as process capability, process control, acceptance sampling and reliability. The scope of quality will be expanded to include such topics as reliability, quality costs, product liability and quality systems. The laboratory sessions will provide the student with the opportunity to apply the principles developed in the classroom through the use of computer examples and "hands-on" exercises. (Prerequisites: MT 133 and IT 102)

## Mechanical Engineering Technology

**MC 101 Design Graphics I 1-3-2**

The first of a three course sequence aimed at developing the principles of graphic communication. Technical sketching, industrial print reading and Computer-Aided Drawing (CAD) training are presented concurrently. Topics covered include sketching techniques, lettering, orthographic projection, pictorials, auxiliary views, sectioning, dimensioning, tolerancing, fastening techniques and working drawings.

**MC 102 Design Graphics II 1-3-2**

A continuation of MC 101 into topics of Computer-Aided Drawing and Design (CAD). The CAD training will include detailing, assembly drawings, Geometric Dimensioning & Tolerancing (GD & T) and 3D solid modeling. (Prerequisite: MC 101)

**MC 103 Design Graphics III 1-3-2**

This course will provide the student with an in-depth exposure to 3 dimensional CAD (Computer-Aided Drawing and Design) modeling. The topics will emphasize the use of the software in the mechanical design process. Several types of modeling will be covered; wire frame, surface, and solid. Laboratory exercises will focus on creating 3-D model geometry and then extracting 2-D geometry from the 3-D model to create engineering drawings. Prior knowledge of CAD is assumed. (Prerequisite: MC 101)

**MC 150 Statics and Strength of Materials 3-2-4**

Analysis of external force systems acting upon bodies in equilibrium with subsequent treatment of the stresses and

strains induced. Laboratory projects will involve the use of nondestructive and destructive testing equipment to determine the various mechanical properties of materials and their behavior under load. (Prerequisites: MT 133 and PH 133)

**MC 205 Material Science 3-2-4**

This course studies the structures, properties and behavior of engineering materials as well as how they can be altered through mechanical working and heat treating. Materials considered are ferrous and nonferrous metals and their alloys, plastics and ceramics. Consideration is also given to the selection of these materials to meet manufacturing and design criteria. Laboratory experiments will complement the classroom presentations. (Prerequisites: CH 105; MC 150 strongly recommended)

**MC 228 Introduction to the Thermal Sciences 4-0-4**

An introduction to the thermal sciences: thermodynamics, fluid mechanics and heat transfer. The fundamentals of equilibrium thermodynamics will be presented. Topics will include thermodynamic properties, processes, process diagrams and cycles. The basic concepts of fluid mechanics as applied to internal and external flows, lift and drag will be discussed. A brief study of heat transfer in its three modes (conduction, convection and radiation) will also be presented. (Prerequisites: MT 205 and PH 133)

**MC 250 Dynamics and Mechanical Design I 3-2-4**

A study of the effect of forces acting on rigid and deformable bodies subject to static and dynamic loading, and the utilization of this knowledge for the design of mechanical components. Major topics include strength and fatigue, kinematic analysis, power transmission, design methodology, and computer applications. (Prerequisites: EN 125, MC 102, MC 150, MT 134 and IT 102)

**MC 260 Mechanical Design II 3-2-4**

A continuation of MC 250, treating the topics of rigid and elastic fasteners, shafts and bearings, welds, springs, clutches and brakes. A series of design projects combining several of these elements will be assigned. Computer methods will be employed where appropriate. (Prerequisites: MT 205 and MC 250 )

**MC 280 Fundamentals of Geometric Dimensioning and Tolerancing (GD & T) 2-0-2**

A study of the technical language used to specify engineering design and drawing requirements with respect to actual "function" and "relationship" of part features. The Geometric Dimensioning and Tolerancing (GD & T) language is based on the US Standard ANSI/ASME Y14.5-1994. Practice in reading and applying the standard will be accomplished with video-taped presentations, discussion periods and workbook practice sessions. (Prerequisite: MC 101 or permission of department head of Mechanical Engineering Technology)

**MC 282 Senior Project 2-2-3**

This course integrates the previous course work and experiences of the students by allowing them to select, define, research, and report on a single, major technical topic of their choice. The formal classroom environment is set

aside and the student works under the guidance of a faculty advisor. There are three distinct phases to the course: proposal phase, development phase, and reporting phase. (Prerequisite: EN 101 or permission of department head of Mechanical Engineering Technology)

### **MC 290 Hybrid Vehicle Technology 3-0-3**

A general engineering study of the hybrid vehicle design and its impact on the environment and industry. Engineering principles such as vehicle dynamics, energy conversion, energy storage, lightweight and composite materials, power transmission, basic electronics, and thermal management will be applied to a hybrid vehicle. Topics will include alternate fuels, emissions, power sources, and safety issues. (Prerequisites: MC 101, MT 134, IT 102 and PH 133; or permission of department head of Mechanical Engineering Technology)

## **Medical Coding**

### **HS 101 Medical Terminology 3-0-3**

A course designed to promote an understanding of the proper use, spelling, pronunciation and meaning of medical terms. This course emphasizes learner participation through group activities and reading assignments. Basic anatomy and physiology and common pathology of the body systems will also be discussed. Designed for people working in the health care environment.

### **HS 104 Health Care Data Content and Delivery Systems 3-0-3**

This course will introduce the generic components of the content, use and structure of health care data and data sets, how these components relate to primary and secondary record systems and to introduce legal and ethical issues applicable to health information. Discussions will include health record content, documentation requirements comparing the various regulatory agency requirements and introduction to payment and reimbursement systems. The organization, financing and delivery of health care services in both the hospital and the medical office practice will also be discussed.

### **HS 116 Introduction to Hospital Coding 4-0-4**

The course provides an introduction to hospital coding concepts, nomenclature and classification systems. It includes discussion of inpatient reimbursement systems including prospective payment, managed care and other third party payers. An introduction to basic current hospital coding systems principles in assigning valid diagnostic and procedural codes is presented. "Official Inpatient Coding Guidelines" developed by the American Hospital Association (AHA) are utilized for accurate coding assignment of diagnoses and procedures. (Prerequisites: successful completion of HS 101, BI 120, and BI 122, or permission of the Program Coordinator of Medical Coding)

### **HS 117 Intermediate Hospital Coding 3-0-3**

Presented in this course will be higher level current hospital coding systems principles in assigning valid diagnostic and procedural codes, expanding on and further applying concepts learned in Introduction to Hospital Coding. "Official

Inpatient Coding Guidelines" developed by the American Hospital Association (AHA) are utilized for accurate selection of principal diagnosis and procedure and determining other diagnoses or procedures that will be coded. An introduction to the 3-M computerized grouper and encoder will be presented. (Prerequisite: completion of Introduction to Hospital Coding (HS 116) with a grade of "C" or higher.)

### **HS 118 Advanced Hospital Coding 3-0-3**

This is an advanced coding course which presents more complex cases using medical record reports. Students must read and interpret data utilizing prior learned skills from HS 101, BI 120, BI 122. The 3M computerized encoding and grouping system will be employed to provide experience in utilizing technology to select codes and to calculate DRG (diagnosis related groups) payments for prospective payment systems. The student will expand on and apply the principles of reimbursement and coding derived from Introduction to Hospital Coding and Intermediate Hospital Coding at an advanced level. The student will use the AHA "Official Inpatient Coding Guidelines" to accurately identify and sequence the principal diagnosis and procedure. Coding discussions will include determining which diagnoses or procedures should be included as secondary. (Prerequisite: completion of Intermediate Hospital Coding (HS 117) with a grade of "C" or higher.)

### **HS 119 Ambulatory Coding 4-0-4**

This course presents hospital ambulatory coding using Current Procedural Terminology (CPT) coding systems for procedures and the current hospital coding system for diagnoses. Ambulatory reimbursement and payment systems are presented including prospective payment system and regulatory compliance issues. The course will include an introduction to ambulatory coding and applying the principles to medical record documentation. The 3M computerized encoding and grouping system will be employed to provide experience in utilizing technology to select codes and to calculate payments for prospective payment systems. (Prerequisite: completion of Advanced Hospital Coding (HS 118) with a grade of "C" or higher.)

## **Medical Transcription**

### **MN 101 Medical Transcription with Lab 2-2-3**

An introduction to the healthcare record and medical documents. Emphasis is on transcription of basic medical dictation, incorporating English usage and machine transcription skill, medical knowledge, and proofreading and editing skills, and meeting progressively demanding accuracy and productivity standards. (Prerequisites: HS 101 and IT 102 or permission of the instructor; recommended prerequisites: BI 120 and EN 101)

### **MN 202 Advanced Medical Transcription 2-2-3**

A continuation of transcription and interpretation work with various forms of medical and health care documents. Emphasis will be devoted to the accurate interpretation and transcription of advanced medical dictation by physicians and other health care professionals with regard to patient assessment, work-up, clinical course, diagnosis, prognosis, etc. The utilization of correct grammar and spelling, medical

knowledge, proofreading and editing skills, referencing, and machine operation will be required to meet increased accuracy and productivity standards. Includes enhancing transcription skills with regard to interpretation of foreign dictations and difficult dictations, and processing work with questionable meanings. Includes introduction to difficult operative and laboratory dictation processing as well as medicolegal implications and responsibilities related to confidentiality and the patient record, ethics, and the level of professionalism to be maintained in the business institution. (Prerequisite: MN 101 or permission of instructor)

#### **MN 290 Medical Transcription Internship 0-9-3**

The internship offers the opportunity to put learned theory to practical application in a supervised work environment. Students are required to obtain their own internship site and, once the site is approved by the program coordinator, to complete a minimum of 90 hours with that internship site. Periodic conferences between the site supervisor and the NHTI internship/program coordinator and the student will be scheduled to monitor and evaluate student progress. This course is limited to seniors and requires the approval of the Department Head. (Prerequisite: MN 101 and MN 202 with a combined GPA of 3.0 in the two courses and approval of the Medical Transcription program coordinator)

## **Mental Health**

#### **MH 187 The Helping Relationship: Interpersonal Communication Skills for Today's Professional 4-0-4**

Knowledge, skills and personal characteristics that are needed in today's professional world of helping careers will be examined. Students will learn the purpose and skill of interpersonal communication techniques through various didactic and experiential methods. Coverage will include documentation and verbal and non-verbal communications, along with time management, self management and successful work practices. Dynamics of human behavior, culture and specific needs seen in the workplace will be explored.

#### **MH 195 Mental Health Practicum I\* 2-8-4**

The student will work in an approved mental health setting under the supervision of an approved professional. Periodic conferences between the Supervisor and Practicum Coordinator are planned in order to evaluate the student's progress. At the close of the semester, the student will submit documentation of the practicum activities/experience and demonstrate the ability to relate theory to practice in the chosen field of experience. The student will complete a total of 125 hours of field experience. (Prerequisites: HU 104, HU 111, HU 221 and MH 187)

#### **MH 298 Mental Health Practicum II\* 2-8-4**

The student will continue their field experience work in an approved mental health setting under the supervision of an approved professional. Skills, knowledge and personal characteristics are built upon and integrated into the learning and supervision of this course, as well as second year coursework including ethics, individual counseling and conflict resolution. Periodic conferences between the Supervisor and Practicum Coordinator are planned in order

to evaluate the student's progress. At the close of the semester, the student will submit documentation of the practicum activities/experience and demonstrate the ability to relate theory to practice in the chosen field of experience. The student will complete a total of 125 hours of field experience. (Prerequisites: HU 104, HU 111, HU 221, HU 242, MH 187 and MH 193)

**\* The student will also complete an interview with the practicum coordinator the semester prior to the first scheduled practicum. Special requests regarding practicum entrance may be brought to the department head by the student. Review of the requests will be made by the department faculty and special exemptions may be made for entrance into the practicum.**

## **Nursing (RN)**

All nursing courses integrate theory and clinical experience. Failure to receive a satisfactory grade in either theory OR the clinical experience portion of the course will result in a failing grade. All nursing major field courses must be passed before proceeding to the next level. A grade of "C" or higher is required in BI 195, BI 196 and BI 202, and math elective, MT 129, or MT 124 or MT 125 or MT 251, to enter or progress in the nursing courses.

#### **NU 115 Nursing I 5-10-8**

Nursing I introduces the student to the role of the associate degree nurse and the basic concepts of nursing practice, including the nursing process, within the Self-Care Framework. The emphasis of the course is on assessment of universal self-care requirements which include air, water, activity and rest, elimination, solitude/social interaction, and food. Maintaining normalcy and avoiding hazards will be addressed within each Universal Self-Care Requirement. The concept of caring and ethical/legal standards of nursing practice are explored. The student, using educative/supportive and partially compensatory nursing systems, cares for clients with reversible deficits. Opportunities for application of knowledge to clinical practice are provided through laboratory experiences and client care assignments in various settings. Evaluation of knowledge occurs throughout the course with interaction between student and faculty to facilitate learning. **Clinical sites are in medical/surgical settings.** (Corequisite: BI 195, EN 101, and PY 105)

#### **NU 116 Nursing IIA 6-15-11**

The emphasis of Nursing IIA is on the assessment of developmental self-care requirements which maintain conditions that support growth and development over the life cycle. Common health deviations that affect growth and development over the life cycle are presented. The student applies the concept of caring and ethical/legal standards to the care of the client and support persons. The student uses all nursing systems with a focus on the educative/supportive and partially compensatory nursing systems to assist clients and their support persons experiencing various life cycle events. Planned learning experiences provide the student with the opportunity to interrelate social, interpersonal, environmental and technological concepts in the care of

clients. Opportunities for application of knowledge to clinical practice are provided through laboratory experiences and client care assignments in various settings. Evaluation of knowledge and clinical practice occurs throughout the course with interaction between the student and faculty to facilitate learning. **Clinical sites include maternal/child, pediatrics and gerontology settings.** (Semester 2 Prerequisites: NU 115; EN 101 and PY 105; and a minimum grade of "C" in BI 195; corequisites: BI 196 and PY 220) (Semester 3 Prerequisites: PY 220 and a minimum grade of "C" in BI 195 and BI 196; corequisites: BI 202 and MT 129 or MT 124 or MT 125 or MT 251)

#### **NU 117 Nursing IIB 6-15-11**

The emphasis of Nursing IIB is on the care of the client with commonly occurring health deviations related to universal self-care requirements. Focus on caring and ethical/legal standards are continued. Using the nursing process, the student employs all nursing systems within the focus on the educative/supportive and partially compensatory nursing systems within the Self-Care Framework to assist the client within a range of self-care deficits. Learning is planned through concurrent classroom and clinical experiences. Opportunities for application of knowledge to practice are provided through laboratory experiences and client care assignments in various settings. Evaluation of knowledge occurs throughout the course with interaction between the student and faculty. **Clinical sites include mental health and medical/surgical settings.** (Semester 2 Prerequisites: NU 115; EN 101 and PY 105; and a minimum grade of "C" in BI 195; corequisites: BI 196 and PY 220) (Semester 3 Prerequisites: PY 220 and a minimum grade of "C" in BI 195 and BI 196; corequisites: BI 202 and MT 129 or MT 124 or MT 125 or MT 251)

#### **NU 177 LPN-RN Advancement 2-0-2**

This course is designed to cover content which assists in the transition for the LPN to the role of the registered nurse. Content includes: Dorethia Orem's self-care theory; role transition; nursing process; teaching and learning process; therapeutic communication; ethical and legal issues in nursing; and a review of fundamental nursing skills. Students are required to have an active LPN license and have met the stated admission requirements. (Prerequisites: Admission to the LPN-RN Advancement Option, including successful completion the NLN Acceleration Challenge Exam I; corequisites: BI 195, EN 101 and PY 105)

#### **NU 215 Nursing III 4-15-9**

Nursing III builds on principles and concepts from the discipline of nursing, the biopsychosocial sciences and liberal arts. The emphasis of Nursing III is on the current trends in nursing and on the comprehensive care of the client with health deviations requiring the wholly compensatory nursing system. The student establishes caring relationships and adheres to ethical/legal standards of nursing practice. The student uses the nursing process to design, provide, manage and evaluate care for the client with commonly occurring health deviations. Learning is planned through concurrent classroom and clinical experiences. Opportunities for application of knowledge to practice are provided through laboratory experiences and client care assignments in various settings. Evaluation of knowledge and clinical practice occurs

throughout the course with interaction between the student and faculty. Clinical sites are in medical/surgical settings. (Prerequisites: NU 116, NU 117 and a grade of "C" or higher in MT 129 or MT 124 or MT 125 or MT 251; Corequisites: EN xxx, IT 102 and PI 242)

## **Orthopaedic Technology**

#### **ORTH 101 Orthopaedic Anatomy & Physiology I 3-0-3**

This course is an introduction to the anatomy and physiology of the musculoskeletal system and related structures. Attention will be directed toward structural make-up, group composition, relationships, and location of each bone. Common fractures and treatments will be discussed in detail. Also covered will be normal and abnormal growth and development and the response to injury and disease, as well as the response of related structures to the mechanisms of injury and disease.

#### **ORTH 102 Orthopaedic Anatomy and Physiology II 3-0-3**

This course is a continuation of Orthopaedic Anatomy & Physiology I with a focus on common orthopaedic injuries and conditions of muscles, ligaments, tendons, and nerves, and their treatments. Also covered will be the disruption to continuity to the musculoskeletal system and related structures resulting from congenital, emergent, or opportunistic diseases and trauma and their treatments. (Prerequisite: ORTH 101)

#### **ORTH 103 Basic Radiology Interpretation 3-0-3**

This course will cover the history of radiology, and gives the student the basics of radiographic image production. Students will be introduced to the viewing and interpretation of plain orthopaedic radiographs, MRI's, and other types of permanent imaging relating to orthopaedics, terminology relating directly to the skeletal system and fracture healing, and describing a fracture as it relates to the radiographic image.

#### **ORTH 104 Physical Assessment of the Orthopaedic Patient 3-2-4**

A comprehensive course that provides integration of knowledge and terminology utilized for orthopaedic patient physical assessment. Included are life span differences and assessment of acute and chronic patient orthopaedic problems. Lab time covering the application and use of various orthopaedic devices, their complications, and contraindications is an intrinsic part of this course, allowing students hands-on experience with these products. Students will learn how to do custom measurements along with brace fitting techniques. Braces will be matched up with their commonly used diagnoses for better conceptual understanding of how these devices affect patient outcomes. Medical coding and reimbursement procedures will also be discussed. (Prerequisites: ORTH 101, ORTH 103, ORTH 105, and ORTH 107)

#### **ORTH 105 Casting and Splinting I 2-2-3**

This area is an integral part of the practice of an orthopaedic technologist. Topics to be covered will include the types, application, functions, and materials of the various casts and splints, as well as basic terminology related to the subject.



Students will acquire a working knowledge of anatomy specifically relating to casting and splinting, the proper use of external aide devices commonly associated with casting and splinting, such as crutches, canes and walkers, and transfer of patients from wheel chairs and beds. Attention will be given to the removal of casts and splints, as well as the skills associated with providing patient instructions. A \$500 specialty supplies fee will be assessed for all students taking ORTH 105.

#### **ORTH 106 Casting and Splinting II 2-2-3**

Students will learn advanced casting techniques along with windowing of a cast, protection of pins and external hardware, pin care, and wound care. A \$500 specialty supplies fee will be assessed for all students taking ORTH 106. (Prerequisite: ORTH 105)

#### **ORTH 107 Sterile Techniques 0-3-1**

This lab course will provide students with an understanding of invasive and non-invasive procedures, aseptic technique, and instrumentation, and with the practical skills associated with assisting the orthopaedic surgeon with procedures. Students will be assigned to orthopaedic surgical sites for observation during the semester.

#### **ORTH 111 Orthopaedic Patient Care 1-1-1**

This course is an introduction to patient care in an orthopaedic environment. Students will be introduced to the basic elements of professional interaction with patients, their families, and the orthopaedic surgeon. Topics will include communication skills, basic orthopaedic terminology and abbreviations, medication fundamentals critical to the orthopaedic setting, OSHA standards, patient safety, patient transfers, and patient education. In the lab setting, students will learn to take blood pressure, pulse, and BMI measurements, as well as wound care and routine and emergency procedures.

#### **ORTH 112 Traction 0-3-1**

This lab course will teach students the basic principles of traction, different types of traction, traction set-up and application, and complications and contraindications. (Prerequisites: ORTH 101, 103, 105, and 107)

#### **ORTH 114 Custom Bracing 1-2-2**

This lecture and lab course will cover various orthopaedic devices. Students will learn custom brace fitting techniques along with complications and contraindications to be aware of. Medical diagnoses for these braces will be reviewed. Medical coding for reimbursement for all orthopaedic devices will also be discussed. (Prerequisites: ORTH 101, 103, 105, and 107)

#### **ORTH 115 Clinical Externship 0-40-8**

Clinical externship at an orthopaedic office for six weeks 40 hours per week (total 240 hours). During the clinical rotation the student will have the opportunity to practice the skills they have learned in the labs on real Orthopaedic patients under the direct supervision of an orthopaedic clinical supervisor. (Prerequisite: Successful completion of all other courses in the Orthopaedic Technology program.)

## **Paralegal Studies**

Associate Degree only = #

Certificate only = \*

Both Associate Degree and Certificate = \*\*

#### **\*PL 101 Foundations of Paralegal Studies 2-0-2**

The Foundations of Paralegal Studies course is comprised of two sections, the Introduction to the Legal Profession and a Pre-Employment Seminar. Introduction to the Legal Profession covers in detail the legal systems of the United States, in both the Federal courts and the New Hampshire state courts. Students will also be introduced to the Federal and the New Hampshire constitutions, to the legislative processes and to a "how to" approach to the law. Practical experience in drafting court documents, conducting initial client interviews and investigating cases will be gained. Ethical rules and regulations governing lawyers and paralegals will also be covered. The Pre-Employment Seminar includes writing a resume, drafting a cover letter, refining interview techniques, and conducting an independent job search. In addition, NHTI, Concord's Community College has career and placement counselors available for customized counseling sessions.

#### **\*PL 103 Causes of Action in Contract and Tort 2-0-2**

For the purpose of this course, a "cause of action" is defined as a right the law gives and will enforce for one to recover something from another. It is the legal foundation from which the plaintiff derives the right of action against a defendant. The course is limited to the elements and defenses of various causes of action in contract and tort; it does not address remedies. (Prerequisites: PL 101 or permission of department head of Paralegal Studies)

#### **\*PL 104 Legal Research 3-0-3**

The paralegal will be able to assist in most aspects of legal research in support of the drafting of clear and concise legal writings. Functional skills acquired in this course include a working knowledge of federal and state statutory research including legislative history; federal and state case law reporter systems; the hierarchy of the federal and state court systems; legal form books; law digests; case and statutory citators; legal treaties; legal periodicals; legal encyclopedia; and, both local and national standards of citation used in legal writing. An introduction to the use of LEXIS will also be included. (Prerequisites: PL 101 or permission of department head of Paralegal Studies) **A \$100 fee will be assessed for all students taking PL 104. This fee will cover costs associated with ABA dues, Lexus/Nexus, Franklin Pierce Law Center Library, Supreme Court Library and PLS Associate Membership.**

#### **PL 106 Introduction to Legal Studies 3-0-3**

Introduction to Legal Studies covers in detail the legal systems of the United States, in both the Federal courts and the New Hampshire state courts. Students will be introduced to an overview of substantive and procedural law, legal research, interviewing and investigative skills. Ethical rules and regulations governing lawyers and paralegals will also be covered.

**PL 107 Contracts and Torts 3-0-3**

The contract portion of the class will cover Contract law from formation, defenses and remedies for breach. Likewise, various civil wrongs in which the victim is entitled to a remedy in the form of damages, including negligence, product liability, trespass and defamation, are addressed in the Torts section of the course. (Prerequisites: PL 106 or permission of department head of Paralegal Studies)

**PL 110 Litigation and Trial Preparation 3-0-3**

The student will be able to assist in virtually all phases of litigation. Functional skills acquired include preparing and maintaining the file; gathering information through client interviews; drafting pleadings; organizing and indexing documents; tracing evidence; examining public records; and preparing briefs and memoranda. (Prerequisite: PL 106 and PL 107 or permission of department head of Paralegal Studies)

**PL 221 Real Estate 3-0-3**

The student will be able to assist in virtually all phases of transactions in real property. Functional skills acquired include: conducting title searches; assisting in preparation and drafting of deeds, contracts of sale, leases and abstracts of title; gathering and reviewing documentation necessary in mortgage transactions; recording deeds and mortgages; and organizing and witnessing documents at the closing. (Prerequisites: PL 106, PL 107 or permission of department head of Paralegal Studies)

**PL 225 Legal Research and Writing 3-2-4**

The paralegal will be able to assist in most aspects of legal research in support of the drafting of clear and concise legal writings. Functional skills acquired in this course will include a working knowledge of federal and state statutory research including legislative history, federal and state case law reporter systems, the court systems, legal form books, law digest, case and statutory citators, legal treaties and legal periodicals. In addition, an introduction to the use of LEXIS will be included. Furthermore, the student will develop the specific writing skills necessary for the paralegal. Preparation of trial memorandum and appellate court briefs will also be covered. Emphasis will be on brevity, clarity, and precision of expression together with the refinement of editing skills. (Prerequisites: PL 106, PL 107 and PL 110 or permission of department head of Paralegal Studies) **A \$100 fee will be assessed for all students taking PL 225. This fee will cover costs associated with ABA dues, Lexis/Nexis, Franklin Pierce Law Center Library, Supreme Court Library and PLS Associate Membership.**

**PL 231 Business Organizations and Bankruptcy 3-0-3**

The student will be able to assist in the formation, daily administration, reorganization and dissolution of a corporate entity. Functional skills acquired include: preparing articles of incorporation; satisfying state filing requirements; taking minutes at meetings of board of directors; preparing registration materials for regulatory agencies; and preparing bankruptcy petitions, claims and other documents. (Prerequisites: PL 106, PL 107 or permission of department head of Paralegal Studies)

**\* PL 241 Family Law 1-0-1**

The student will examine the substantive and procedural law and the legal ethics relating to marriage, divorce, support and custody issues, and will be prepared to assist the attorney in drafting pleadings and completing preliminary research relative to these aspects of family law. (Prerequisites: All PL courses at 100 level or permission of department head of Paralegal Studies)

**PL 242 Domestic Relations Law 3-0-3**

The student will examine the substantive and procedural law and the legal ethics relating to marriage, divorce, and custody issues, and will be prepared to assist the attorney in drafting pleadings and completing preliminary research relative to these aspects of Domestic Relations Law. (Prerequisites: PL 106 and PL 107 or permission of department head of Paralegal Studies)

**PL 251 Probate Estates and Trusts 3-0-3**

The student will be able to assist in the planning and administration of the decedent's estate. Functional skills acquired include: assisting with estate planning; collecting assets; notifying beneficiaries; assisting in preparation of Federal and State Estate Tax Returns; submitting documentation to the Probate Court; transferring securities; drawing checks for the Executor's signature; and maintaining account records. (Prerequisites: PL 106 and PL 107 or PL 101 and PL 103, or permission of department head of Paralegal Studies.)

**PL 261 Criminal Process 1-0-1**

The student will examine the various elements of New Hampshire criminal practice and procedure and will trace the steps by which the process is completed, from the initial interview through the post-trial procedure. (Prerequisites: All PL courses at 100 level or permission of department head of Paralegal Studies)

**PL 262 Criminal Law and Procedures for the Paralegal 3-0-3**

The student will examine the various elements of New Hampshire criminal practice and procedure and will trace the steps by which the process is completed, from the initial interview through the post-trial procedure. (Prerequisites: PL 106, PL 107, and PL 110 or permission of department head of Paralegal Studies)

**PL 270 Internship 0-9-3**

The internship offers the opportunity to combine the theoretical and practical issues of the classroom in the workplace setting. Students are required to complete a specified number of hours in a law office or law-related environment. Weekly meetings will be held with the internship coordinator to discuss the ongoing experience. (Prerequisite: All 100 level PL courses or permission of department head of Paralegal Studies)

**\* PL 271 Legal Writing 1-0-1**

This course focuses on the specific writing skills necessary for the paralegal. The assignments involve practical examples of paralegals' work products, as demonstrated in the areas covered in the Certificate curriculum. Preparation of a trial court memorandum and an appellate court brief will also be

covered. Emphasis will be put on brevity, clarity, and precision of expression together with a refinement of editing skills. (Prerequisites: All other 100 level PL courses or permission of department head of Paralegal Studies; corequisite: PL 110)

## Paramedic Emergency Medicine

### PM 111 Paramedic Procedures 1-3-2

This performance based course focuses on the broad spectrum of paramedic procedures. Students will perform the technical skills drawn from Advanced Trauma, Advanced Cardiology, Medical Emergencies, Special Populations, and Pharmacology courses. An emphasis will be placed on the skills competencies making students eligible for advanced hospital and field clinic rotations. (Prerequisites: all fall PM courses; co-requisites: PM 126, PM 135 and PM 244)

### PM 117 Physical Assessment 2-0-2

A comprehensive course that provides integration of knowledge and terminology utilized for physical assessment. Included are life span differences and assessment of acute and chronic patients who present with medical problems. (Co-requisites: PM 142, PM 150 and PM 161)

**Any failure in PM 117, PM 150 or PM 142 will trigger a failure in PM 161 (even if a passing grade in PM 161 has been achieved).**

### PM 126 Pharmacology 3-0-3

An advanced course covering Pharmacology related to paramedic practice. Includes cardiovascular, respiratory, analgesic, G.I., antibiotic and CNS medications. (Prerequisites: all fall PM courses; co-requisites: PM 111, PM 135 and PM 244)

**Any failure in PM 126, PM 135 or PM 244 will trigger a failure in PM 162 (even if a passing grade in PM 162 has been achieved).**

### PM 135 Medical Emergencies 3-0-3

A comprehensive course that includes the pathophysiology and management of selected medical emergencies. Critical thinking and problem solving will be emphasized using a scenario-based approach. (Prerequisites: all fall PM courses; co-requisites: PM 111, PM 126 and PM 244)

**Any failure in PM 126, PM 135 or PM 244 will trigger a failure in PM 162 (even if a passing grade in PM 162 has been achieved).**

### PM 142 Cardiology I 2-0-2

This course focuses on the conduction system of the heart, electrocardiography, as well as interpretation and the treatment of cardiac arrhythmias. (Co-requisites: PM 117, PM 150 and PM 161)

**Any failure in PM 117, PM 150 or PM 142 will trigger a failure in PM 161 (even if a passing grade in PM 161 has been achieved).**

### PM 150 Advanced Trauma 3-0-3

A comprehensive course that covers the assessment, pathophysiology and management of trauma including: head, spinal, chest, abdominal, soft tissue, and

musculoskeletal trauma. MCI, environmental emergencies, and HAZMAT are also covered. (Co-requisites: PM 117, PM 142 and PM 161)

**Any failure in PM 117, PM 150 or PM 142 will trigger a failure in PM 161 (even if a passing grade in PM 161 has been achieved).**

### PM 161 Integration Lab I 0-3-1

This scenario-driven course is designed to develop team leadership skills and clinical decision-making. A great emphasis will be placed on paramedic assessment skills, treatment aims and outcomes. Students will draw from the knowledge and interventions learned in Cardiology, Medical Emergencies, and Physical Assessment. (Co-requisites: PM 117, PM 142 and PM 150)

**Any failure in PM 117, PM 150 or PM 142 will trigger a failure in this lab course which includes the practical portion of the above listed courses.**

### PM 162 Integration Lab II 0-3-1

This scenario-driven course is designed to develop team leadership skills and clinical decision-making. A great emphasis will be placed on paramedic assessment, diagnostic skills, treatment aims and outcomes. Students will draw from the knowledge and interventions learned in Advanced Cardiology, Medical Emergencies, Advanced Trauma, and Pharmacology courses. (Prerequisites: all fall PM courses; co-requisites: PM 126, PM 135 and PM 244)

**Any failure in PM 126, PM 135 or PM 244 will trigger a failure in this lab course which includes the practical portion of the above listed courses.**

### PM 163 Integration Lab III 0-3-1

This scenario-driven course is designed to develop team leadership skills and clinical decision-making. A great emphasis will be placed on paramedic assessment, diagnostic skills, treatment aims and outcomes. Students will draw from the knowledge and interventions learned in Special Populations. (Prerequisites: all first year PM courses; co-requisite: PM 201)

### PM 164 Integration Lab IV 0-3-1

This scenario-driven course is designed to develop team leadership skills and clinical decision-making. A great emphasis will be placed on paramedic assessment, diagnostic skills, treatment aims and outcomes. Students will draw from knowledge and interventions learned in Field Operations and Advanced Paramedic Practice. (Co-requisites: PM 210 and PM 278)

### PM 190 Introduction to the Clinical Environment 1-0-1

A course designed to set students up for success within a variety of clinical systems. An emphasis will be placed on mandatory inservice training topics such as universal precautions, body mechanics, fire procedures, incident prevention and other clinical protocols and procedures. Interpersonal and communication skills will be an integral part of the course and students will gain an understanding of clinical documentation systems. (Prerequisites: all first year PM courses; co-requisite: PM 194)

**PM 194 Hospital Clinical 0-18-5**

A comprehensive hospital experience that focuses on theory, assessment skills, invasive skills, and affective behaviors expected of a paramedic. A total of 224 hospital hours. (Prerequisites: all first year PM courses; co-requisite: PM 190)

**PM 201 Special Populations 3-0-3**

This advanced level course includes assessment, paramedic diagnosis and treatment for all special populations including OB, Pedi, Geriatrics, Psych, Chronic Disease and patients with special needs. (Prerequisites: all first year PM courses; co-requisite: PM 163)

**PM 210 Field Operations 2-0-2**

An overview course covering all aspects of field practice including roles and responsibilities, medical control, written/oral communications, occupational stress, safety and legal considerations. Protocol interpretation and introduction to research design are covered. (Co-requisites: PM 164 and PM 278)

**PM 244 Advanced Cardiology 2-0-2**

This comprehensive course includes the pathophysiology, clinical manifestations, and treatment of cardiovascular emergencies. Advanced Cardiac Life Support certification (ACLS) is an integral part of the course. (Prerequisites: all fall PM courses; co-requisites: PM 126, PM 135, and PM 162) **Any failure in PM 126, PM 135 or PM 244 will trigger a failure in PM 162 (even if a passing grade in PM 162 has been achieved).**

**PM 278 Advanced Paramedic Practice 2-0-2**

The course is designed to integrate paramedic knowledge, skills and behaviors through practice and lecture. An emphasis is placed on detailed paramedic assessment, diagnosis and priorities in treatment. Students will develop leadership skills in the management of medical, traumatic, and psychological problems. This course will also lead to National Registry written exam preparation. Career opportunities, affective behaviors and preparation for entry into the EMS job market will also be discussed. (Co-requisites: PM 210 and PM 164)

**PM 290 Transitional Advanced Life Support 0-8-2**

An intermediate field experience where a student will ride 100 hours with an advanced life support unit. The student will serve as a team leader on 10 calls. This clinic can be utilized any semester a student needs additional ALS time. The same clinical manual and grading criteria will be used as in PM 296 and PM 297. This clinic may not be taken more than twice. Students electing to enroll in PM 290 must receive a passing grade before progressing in the program. (Prerequisites: successful completion of PM 194 and all first year courses)

**PM 291 12 Lead EKG Interpretation/Field Clinic Seminar 1-1-1**

To learn the fundamentals of design and analysis of steel reinforced concrete structures including beams, floor and roof slab systems, columns, foundation footings, and structural walls. Design sketches, based on calculations and

in accordance with the latest American Concrete Institute (ACI) Building Code Requirements, are prepared. Also a major laboratory project including designing, building and testing reinforced concrete beam is done by student teams. (Prerequisite: CV 240)

**PM 296 Field Clinical I 0-9-3**

A comprehensive field experience where a student will ride 160 hours with an Advanced Life Support (ALS) service. In addition, a student is required to serve as a team leader on a minimum of 20 calls. (Prerequisite: PM 194; co-requisite: PM 200)

**PM 297 Field Clinical II 0-9-3**

A comprehensive field experience where students ride a total of 160 hours with an Advanced Life Support (ALS) service. In addition, a student is required to serve as a team leader on a minimum of 30 calls. (Prerequisite: PM 296)

## Peer Mentoring

**PRMT 101 Peer Mentoring Seminar 2-0-2**

A seminar for peer mentors working the NHTI departments and programs. This seminar includes readings, presentations, activities, and projects which help students develop as peer mentors. Students are expected to participate in reflection on and planning of their peer mentoring work. (Prerequisite: Faculty recommendation) Two institutional credits awarded for this course do not count toward graduation but are calculated into GPA.

## Philosophy

**PI 110 Introduction to Philosophy 3-0-3**

This course is an introduction to the methods, problems, and theories of the main branches of philosophy and the indestructible questions raised in regard to reality, truth, morality, power, meaning, purpose, and valid reasoning. Topics to be considered include the basis for beliefs concerning the nature and existence of God, experience and reason in the development of knowledge, the mind and its place in nature, freedom and determinism, and the basis and nature of morality.

**Special topics courses listed under PI 226 Special Topics in Philosophy**

Courses under this heading will provide the opportunity to focus on topical issues in the field of philosophy and will be presented with an interdisciplinary approach. Faculty present material not normally covered in regular course offerings.

**PI 226A Comparative World Religions 3-0-3**

This course examines major "questions" or "issues" addressed by religion in general. It also examines major representative systems of religious beliefs including the practices, historical development, and sociological development and context. The religious systems will be analyzed via specific doctrines and writings of each. Different aspects of religious beliefs and practice such as the Absolute, the Human Problem, the Human Solution, Rituals, and the Meaning of History, Life after

Death, Community and Ethics, and Attitudes Toward other Religions will be explored.

### **PI 242 Contemporary Ethical Issues 3-0-3**

A philosophical examination of major contemporary ethical issues. Topics may include bioethics, business ethics, environmental ethics, human sexuality, abortion, mercy killing and cheating. The emphasis is on acquiring the philosophical skills necessary to guide self and others in the process of ethical decision making. Cases are used for study and discussion.

## **Physics**

### **PH 100 Pre-Engineering Technology Physics 4-2-5**

This course covers the fundamentals of mechanics. Topics included: velocity; acceleration; Newton's Laws; motion in two dimensions, momentum, work, vectors, simple machines, energy, conservation of momentum and energy. A graphing calculator\* will be required. **The five institutional credits awarded for this course do not count toward graduation requirements but are calculated into GPA** (Prerequisite or corequisite: MT 109)

### **PH 133 Physics I: Mechanics, Heat 3-2-4**

A study of elementary classical physics with emphasis on the application of physical principles to problem solving. Topics include: linear and projectile motion, Newton's laws, translational and rotational equilibrium, work and energy, momentum, circular and rotational motion, thermal properties of matter, heat transfer. A graphing calculator\* will be required. (Prerequisite or Corequisite: MT 133)

### **PH 135 Physics II: Light, Sound, Electricity 3-2-4**

Topics include: wave motion, mechanical waves, fluids, sound, light, electrostatics, Ohm's law, D.C. circuits, Kirchoff's law. A graphing calculator\* will be required. (Prerequisite: PH 133)

\* A Texas Instruments model TI-83+ is required for PH 100, PH 133, and PH 135.

## **Political Science**

### **PS 110 American Government 3-0-3**

This course is an introduction to the basic structures of the political process in the United States. It combines attention to political activity at both the national (Federal) and the State and local levels. The topics covered include analyses of the Federal and States' Constitutions, the American political economy, State/Federal relationships, inter-branch matters between the Executive, Legislature and Judiciary branches, the elective process, activities of the public and interest groups, and the governments' handling of the public purse.

### **PS 210 State and Local Government 3-0-3**

A survey of state and local government concentrating on their origins and development in the United States. The course includes the forms of government; executive, legislative and judicial organization and procedures;

distribution of power between the levels of government; and the problems of metropolitan government.

### **PS 220 Public Administration 3-0-3**

This course discusses the growth of the public sector and the methods by which this sector can be managed. Topics include public management techniques, effective decision-making, civil service, budgeting, public organizations, and the politics of public sector administration.

## **Practical Nursing**

All practical nursing courses integrate theory and clinical experience. Failure to receive a satisfactory grade in either theory OR the clinical experience portion of the course will result in a failing grade. All practical nursing major field courses must be passed before proceeding to the next level. Students taking the BI 195, BI 196, BI 202 sequence or BI 108 & BI 109 sequence, and Math, MT 129, must earn grades of "C" or higher in those courses to enter or progress in the nursing courses.

### **PN 101 Practical Nursing I 4-12-8**

This course provides the student with knowledge of fundamental concepts in communication and helping processes to be utilized within the role of the LPN. Major concepts will be Orem's self-care theory, the wellness-illness continuum and health care delivery. Students will be introduced to basic nursing interventions and concepts of nutrition, ethical/legal issues of nursing, and mental health. Simulated clinical laboratory and clinical experiences will provide opportunities for mastering basic skills. **Clinical sites are in long term care settings.** (Corequisites: BI 108, EN 101 and PY 105) **Students who are taking the BI 195, BI 196, BI 202 sequence instead of BI 108 and BI 109 must complete BI 195 by the end of PN 101. A minimum grade of "C" must be earned in BI 195 to progress to PN 102.**

### **PN 102 Practical Nursing II 3-15-7**

This course describes nursing care that promotes wellness in clients throughout the lifespan. The nurse, within the LPN role, provides this care utilizing the nursing process. Building on Orem's universal self-care requirements learned in Practical Nursing I, the student will be introduced to developmental self-care requirements from conception to old age. Content will include: women's and child health, health deviations, alterations in immune, hematology, and respiratory function. The concepts of pharmacology, nutrition, ethical/legal issues, and mental health will be integrated throughout the course. Learning opportunities will be provided in a variety of clinical settings to facilitate integration and application of theoretical knowledge. **Clinical sites are in medical/surgical settings.** (Prerequisites: PN 101, BI 108; corequisites: BI 109, PY 220) **Students who are taking the BI 195, BI 196, BI 202 sequence instead of BI 108 and BI 109 must complete BI 196 by the end of PN 102. A minimum grade of "C" must be earned in BI 196 or BI 109 to progress to PN 103.**

### **PN 103 Practical Nursing III 4-15-9**

This course describes nursing care for clients who have self-care deficits associated with well defined health deviations.

The LPN, applying ethical and legal standards, provides this care via the nursing process. Content includes alterations in cardiovascular, endocrine, mobility, elimination, neurosensory and gastrointestinal function. The concepts of pharmacology, nutrition, ethical/legal issues, and mental health will be integrated throughout the course. Additional topics will include: scope of practice, licensure, and management skills. Learning opportunities will be provided in a variety of clinical settings to facilitate integration and application of theoretical knowledge. **Clinical sites are in rehab and long term settings.** (Prerequisites: PN 101 and PN 102; minimum of "C" or better in BI 108 and BI 109; corequisite: MT 129) **Students who are taking the BI 195, BI 196, BI 202 sequence instead of BI 108 and BI 109 must complete BI 202 by the end of PN 103. In addition, students must earn a minimum grade of "C" in BI 202 and MT 129 in order to graduate.**

## Project Lead the Way

**Project Lead The Way® is an initiative which allows high school students to explore careers in engineering and engineering technology by completing a sequence of courses as part of their high school curriculum. Students who have completed any of the courses listed below may be eligible to apply some of these credits to meet requirements in NHTI's Mechanical Engineering Technology and Manufacturing Engineering Technology programs. Students should consult with the Department Head of Mechanical/Manufacturing Technology to see if credits may be applicable.**

### **PLTW 101 Introduction to Engineering Design 4-0-4**

Students are introduced to the fundamentals of engineering design and drafting through AutoCAD Inventor, a 3-D solid modeling software package. Topics include problem-solving techniques, documentation, working drawings, prototyping, and manufacturing considerations. **Assuming successful completion, this course may be used to meet the requirement for MC 102 in the Mechanical and Manufacturing Engineering Technology programs.**

### **PLTW 102 Digital Electronics 4-0-4**

The concepts of digital electronics are presented using theory, simulation software, and breadboarding. Topics include basic electricity, Boolean algebra, gate arrays, and digital-to-analog/analog-to-digital applications. **Assuming successful completion, this course may be used to meet the requirement for the EL 115 Digital Fundamentals course in the Electronic and Computer Engineering Technology programs.**

### **PLTW 103 Principles of Engineering 4-0-4**

A survey of engineering concepts and careers. Topics include ethics, communication, physical principles, and measurement. A portion of the course is taught with programmable mechanical breadboarding hardware, allowing construction of operable electromechanical systems.

### **PLTW 104 Computer Integrated Manufacturing 4-0-4**

An overview of modern manufacturing is presented, from

concept to product. Students use a variety of software packages to design, model, and produce parts with computer-controlled tools.

## Psychology

### **PY 105 Introduction to Psychology 3-0-3**

An introductory college course in psychology which focuses on the fundamental facts and principles of psychology within the broader context of contemporary personal and social concerns. Topics may include the historical development of the discipline, scientific methodology, human development, motivational theory, consciousness, sensation and perception, learning, thinking, memory, emotions, biological basis of behavior, personality theory, psychopathology, sexuality, and measurements and statistics. **Available in Honors format.**

### **PY 205 Crisis Intervention 3-0-3**

This course focuses on the emotional aspects of individuals involved in a crisis situation. Coverage is given to the theory and management of specific situations such as stress, death and dying, drug abuse, suicide, sexual assault, disasters and violence. Consideration is also given to the functions and legalities of the mental health system. (Prerequisite: PY 105)

### **PY 209 Educational Psychology 3-0-3**

Psychological principles are applied to the educational environment. Theories of learning, memory, cognition, and behavior management are used to help the student find an optimal instructional approach. While this course is a distribution requirement for the Associate of Science in Education program it may also be applied to a concentration of courses in Psychology or Social Sciences. (Prerequisite: PY 105)

### **PY 210 Abnormal Psychology (SRV) 3-0-3**

An overview of abnormal behavior using the **Diagnostic and Statistical Manual of Mental Disorders, 4th ed. (DSM-IV)**. Research and issues relating to the nomenclature, incidence, etiology, and treatment of the disorders will be covered. Consideration will be given to physiological, behavioral, social, cultural and cognitive variables that contribute to each condition. **(This service learning component may not be available when the course is offered in alternative formats.) Service Learning is a component of this course.** (Prerequisite: PY 105)

### **PY 220 Human Growth and Development: The Life Span 3-0-3**

A study of the psychological implications of the growth and development of the human person with a special emphasis on the physical, cognitive, social, emotional and ethical dimension in infancy, childhood, adolescence, and adulthood. **Available in Honors format.** (Prerequisite: PY 105)

### **PY 225 Social Psychology 3-0-3**

This course offers an overview to the field of social psychology, a branch of psychology that focuses on how an individual's thoughts, feelings, and behavior are influenced

by and influence other people. These reciprocal influences include attention to the social and cultural environment. Predominant themes for the course include individual interpretation and social cognition, the influence and power of situations on individuals, and social relationships. Gender and cultural influences are examined from a variety of perspectives as well. Specific topics that will be studied include social cognition and perception, self-knowledge and self-esteem, attitudes, social influence, conformity, obedience, aggression, prejudice, interpersonal attraction, and prosocial behavior. (Prerequisite: PY 105)

#### **PY 226 Special topics courses listed under PY 226 Special Topics in Psychology**

Courses under this heading will provide the opportunity to focus on topical issues in the field of psychology will be presented with an interdisciplinary approach. Faculty present material not normally covered in regular course offerings. Students must have taken PY 105 or SO 105 with a grade of "C" grade or higher. (Prerequisites: PY 105 or SO 105 or other social science course with a grade of "C" or higher)

#### **PY 226A Sport and Exercise Psychology 3-0-3**

This course examines theory and research of psychology as applied to athletics. It reviews the history of sport psychology as well as its application in both individual and team sports. Concepts to be discussed include individual philosophies of sports, motivation, personality of coaches and athletes, training and learning principles, mind-body relationships, and the effects anxiety, motivation, arousal and relaxation have on performance of athletes at the professional, amateur and youth levels. The sport psychology techniques used by elite athletes to improve sport performance will also be explored. The class will discuss why elite athletes like Tom Brady, Adam Vinateri, David Ortiz and Manny Ramirez perform so well under pressure. Students will be asked to apply their psychological knowledge and critical thinking abilities through class participation and open discussions on professional, amateur and youth sports. Outside observations of sports from youth to professional levels will also be required. This class will benefit students as they learn how to apply performance techniques used by athletes to their own lives with rewards of personal growth and increased physical and mental health. Students must have taken PY 105 or SO 105 with a grade of "C" grade or higher. (Prerequisites: PY 105 or SO 105 or other social science course with a grade of "C" or higher)

#### **PY 280 Individual Counseling: Theory and Practice 3-0-3**

Discussion of the most widely used theories of counseling offering students the opportunity to integrate the theories within their own value systems. Counseling practice will consist of peer counseling process, audio and video recording critiques, and role-playing in a seminar setting. (Prerequisites: MH 187 and PY 105)

#### **PY 283 Group Counseling 3-0-3**

A study of therapeutic intervention as carried out in and through a group. The course design includes academic discussion of group processes and participation in a concomitant laboratory experience. (Prerequisites: MH 187 and PY 105)

## **Radiation Therapy**

#### **RTH 101 Introduction to Radiation Therapy 3-0-3**

Content is designed to provide the student with an overview of the foundations in radiation therapy and the practitioner's role in the health care delivery system. Principles, practices and policies of the educational program, health care organizations, principles of radiation and health safety and professional responsibilities, as well as ethics, law and medical terminology of the radiation therapist will be discussed and examined.

#### **RTH 110 Principles and Practice of Radiation Therapy I 3-2-4**

Content is designed to provide an overview of cancer and the specialty of radiation therapy. The medical, biological and pathological aspects as well as the physical and technical aspects will be discussed. The roles and responsibilities of the radiation therapist, the treatment prescription, the documentation of treatment parameters and delivery will also be discussed.

#### **RTH 115 Patient Care 1-0-1**

Content is designed to provide the student with foundation concepts and competencies in assessment and evaluation of the patient for service delivery. Psychological and physical needs and factors affecting treatment outcome will be presented and examined. Routine and emergency care procedures will be presented.

#### **RTH 150 Medical Imaging and Processing 2-0-2**

Content is designed to establish a knowledge base in factors that govern and influence the production and recording of radiographic images for patient simulation, treatment planning and treatment verification in radiation oncology. Radiation oncology imaging equipment and related devices will be emphasized. Content will also include quality management programs and continuing quality improvements in radiation oncology. (Prerequisites: RTH 101 and RTH 110)

#### **RTH 190 Clinical Practice I 0-16-3**

Content is designed to provide sequential development, application, analysis, integration, synthesis and evaluation of concepts and theories in radiation therapy. Through structured sequential assignments in clinical facilities, concepts of team practice, patient-centered clinical practice and professional development will be discussed, examined and evaluated. (Prerequisites: RTH 101 and RTH 110)

#### **RTH 195 Clinical Practice II 0-12-2**

A continuation of Clinical Practice I requiring two 8-hour days of clinical over 11 weeks designed to provide sequential development, application, analysis, integration, synthesis and evaluation of concepts and theories in radiation therapy. Through structured sequential assignments in clinical facilities, concepts of team practice, patient-centered clinical practice and professional development will be discussed, examined and evaluated. (Prerequisite: RTH 190)

#### **RTH 200 Radiation Protection and Biology 3-0-3**

Content is designed to present basic principles of radiation protection and safety for the radiation therapist. Radiation

health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. Specific responsibilities of the radiation therapist are discussed, examined, performed and evaluated. Content also includes basic concepts and principles of radiation biology. The interactions of radiation with cells, tissues and the body as a whole, and resultant biophysical events, will be presented. Discussion of the theories and principles of tolerance dose, time dose relationships, fractionation schemes and the relationship to the clinical practice of radiation therapy will be discussed, examined and evaluated. (Prerequisites: RTH 101, XR 180 and RTH 150)

#### **RTH 205 Treatment Planning 3-0-3**

Content is designed to establish factors that influence and govern clinical planning of patient treatment. Encompassed are isodose descriptions, patient contouring, radiobiologic considerations, dosimetric calculations, compensation and clinical application of treatment beams. Optimal treatment planning is emphasized along with particle beams. Stereotactic and emerging technologies are presented. (Prerequisites: RTH 101 and RTH 110)

#### **RTH 210 Principles and Practice of Radiation Therapy II 3-2-4**

Content is designed to examine and evaluate the management of neoplastic disease using knowledge in arts and sciences, while promoting critical thinking and the basis of ethical clinical decision making. The epidemiology, etiology, detection, diagnosis, patient condition, treatment and prognosis of neoplastic disease will be presented, discussed and evaluated in relationship to histology, anatomical site and patterns of spread. The radiation therapist's responsibility in the management of neoplastic disease will be examined and linked to the skills required to analyze complex issues and make informed decisions while appreciating the character of the profession. (Prerequisites: RTH 101 and RTH 110; corequisite: RTH 290)

#### **RTH 215 Sectional Anatomy and Pathology 3-0-3**

Content is designed to study normal sectional anatomy via diagrams and radiologic images. The pathology content is broken into two parts: general pathology and neoplasia. General pathology introduces basic disease concepts, theories of disease causation and system-by-system pathophysiologic disorders most frequently encountered in clinical practice. Neoplasia provides an in-depth study of new and abnormal development of cells. The processes involved in the development and classification of both benign and malignant tumors and site-specific information on malignant tumors is presented. (Prerequisites: BI 195 and BI 196)

#### **RTH 220 Radiation Therapy Physics 3-0-3**

Content is designed to review and expand concepts and theories in the radiation physics course. Detailed analysis of the structure of matter, properties of radiation, nuclear transformations, x-ray production and interactions of ionizing radiation are emphasized. Also presented are treatment units used in external radiation therapy, measurement and quality of ionizing radiation produced, absorbed dose measurement, dose distribution and scatter

analysis. (Prerequisites: XR 180 and RTH 150; corequisite: RTH 293)

#### **RTH 280 Registry Review 1-0-1**

This course is designed to prepare the radiation therapy student to take the national certification examination through the American Registry of Radiologic Technologists (ARRT). Various topics will be addressed each week with a practice registry exam given to complete the program. (Prerequisites: RTH 220 and RTH 210)

#### **RTH 290 Clinical Practice III 0-24-4**

A continuation of Clinical Practice I and II, and the beginning clinical assignment for Radiation Therapy Certificate students, content is designed to provide sequential development, application, analysis, integration, synthesis and evaluation of concepts and theories in radiation therapy. Through structured sequential assignments in clinical facilities, concepts of team practice, patient-centered clinical practice and professional development will be discussed, examined and evaluated. (Prerequisites: RTH 190 and RTH 195; or admission to the Radiation Therapy Certificate program)

#### **RTH 293 Clinical Practice IV 0-24-4**

The fourth clinical course continues to build on the sequential development, application, analysis, integration, synthesis and evaluation of concepts and theories in radiation therapy. Through structured sequential assignments in clinical facilities, concepts of team practice, patient-centered clinical practice and professional development will be discussed, examined and evaluated. (Prerequisite: RTH 290)

#### **RTH 295 Clinical Practice V 0-23-4**

The fifth clinical course requires 32 hours per week over 11 weeks and continues to build on the sequential development, application, analysis, integration, synthesis and evaluation of concepts and theories in radiation therapy. Through structured sequential assignments in clinical facilities, concepts of team practice, patient-centered clinical practice and professional development will be discussed, examined and evaluated. (Prerequisite: RTH 293)

#### **RTH 296 Clinical Practice VI 0-32-6**

The final clinical course is designed to perfect the content of the previous didactic and clinical courses. The content is designed to provide sequential development, application, analysis, integration, synthesis and evaluation of concepts and theories in radiation therapy. Through structured sequential assignments in clinical facilities, concepts of team practice, patient-centered clinical practice and professional development will be discussed, examined and evaluated. (Prerequisite: RTH 295)

## **Radiologic Technology**

#### **XR 103 Radiographic Positioning I 1-2-2**

This course introduces the student to the principles of radiography, radiographic terminology and radiation



protection. This course covers the anatomy and radiographic positioning of the thoracic and abdominal viscera.

#### **XR 109 Clinical Seminar 1-0-1**

The clinical seminar course is a series of continuous focused lectures pertinent to each academic/clinical semester. Radiologic science, patient care, film critiques, and advanced imaging methods will be presented and discussed.

#### **XR 116 Image Production and Evaluation I 2-2-3**

A discussion of the principles leading to the production of the manifest image. Intensifying screens, radiographic film and processing, factors affecting radiographic quality, grids and accessories will be covered. (Corequisite: XR 159)

#### **XR 123 Radiation Protection 3-0-3**

Topics covered in this course include: radiation quantities and units; permissible dosages; shielding methods and devices; interaction of radiation with the body tissues; biological effects and methods of monitoring. Other topics include an overview of cell biology, radiation energy transfer determinants, molecular effects of irradiation, cell radiosensitivity and organic damage from ionizing radiation. (Prerequisites: XR 103, XR 109, XR 151 and XR 180; corequisite: XR 294)

#### **XR 151 Radiologic Nursing Procedures 2-0-2**

Discussion of the proper handling of sick, injured and infectious patients along with the proper care and use of medical equipment and supplies. Medical ethics and the medicolegal aspects of radiologic technology will be discussed.

#### **XR 159 Radiographic Positioning II and Clinical Procedures I 3-18-7**

Routine radiographic positioning of the osseous system. To be included are medical terminology, topographical anatomy and special considerations for pediatric patients. The clinical experience is an extension of the classroom where the student will develop the theory into practical skills through instruction, application, critique and evaluation on common procedures. Students will participate in a one-hour weekly clinical seminar. (Prerequisites: XR 151 and XR 180; corequisite: XR 116)

#### **XR 164 Radiographic Positioning III and Clinical Procedures II 3-18-7**

Routine and radiographic positioning of the biliary, gastrointestinal and urinary tracts, the reproductive and central nervous systems and skull, as well as examinations of the salivary glands, soft-tissue and joint structures. Imaging of the breast will be discussed. Also included are medical terminology, topographical anatomy and special considerations for pediatric patients. Clinical experience is continued in this course. Students will participate in a one-hour weekly clinical seminar. (Prerequisites: XR 159; corequisite: XR 220)

#### **XR 165 Radiographic Clinical Procedures III 0-23-4**

A continuation of the clinical component of XR 164. Students will complete their first clinical assignment and build on the procedures taught in XR 103, XR 159 and XR 164. Four 8-hour

clinical days per week over 11 weeks are required. Students will participate in a one-hour weekly clinical seminar.

(Prerequisites: XR 103, XR 159 and XR 164; corequisite: XR 203)

#### **XR 180 Radiographic Equipment Operation and Maintenance 3-0-3**

A basic review of algebra and the physical principles of matter, leading to tube production of electricity with its ramifications pertinent to the field of radiologic technology. Basic radiation producing circuitry is discussed including closed circuit television and videotaped recording. The course will also include an overview of radiation therapy, nuclear medicine and ultrasonography.

#### **XR 203 Advanced Radiographic Procedures 3-0-3**

A basic review of algebra and the physical principles of matter, leading to tube production of electricity with its ramifications pertinent to the field of radiologic technology. Basic radiation producing circuitry is discussed including closed circuit television and videotaped recording. The course will also include an overview of radiation therapy, nuclear medicine and ultrasonography. (Prerequisites: XR 116 and XR 220; corequisite: XR 165)

#### **XR 209 Clinical Seminars II 3-0-3**

This is a capstone comprehensive course that reviews and interrelates concepts previously covered in the two-year curriculum. It provides students with a meaningful approach to evaluate previous learning with radiographic film critiques, case presentations, journal article reviews and clinical assignments. The student will develop and present a research project based on pathology to different body systems with radiographic imaging methods used to demonstrate the pathology. Principles of quality assurance and quality control will also be covered. (Prerequisites: successful completion of all previous XR courses in the curriculum; corequisite: XR 295)

#### **XR 220 Image Production and Evaluation II 2-2-3**

Topics covered in this class include automatic exposure control, technique charts, tube rating charts, tomography, grids, computerized radiography and digital radiography. Factors affecting radiographic quality and fluoroscopy will also be covered. (Prerequisite: XR 116; corequisite: XR 164)

#### **XR 294 Radiographic Clinical Procedures IV 0-24-4**

A continuation of XR 165. Some students will be required to rotate through a second clinical affiliate for the purpose of learning specialized procedures as part of this course. An approximate total of 360 hours is required. Students will participate in a one-hour weekly clinical seminar. (Prerequisites: XR 159, XR 164 and XR 165; corequisite: XR 123)

#### **XR 295 Radiographic Clinical Procedures V 0-24-4**

A continuation of the clinical practices of the program. Students will spend three days a week in the clinical site. Students will refine their skills in preparation for the workplace and complete all required competencies for the program. (Prerequisite: XR 294; corequisite: XR 209)

## Real Estate

### RE 101 Fundamentals of Real Estate 3-0-3

Fundamentals course in real estate in preparation for the licensing exam. The course meets the statutory requirements of the New Hampshire Real Estate Commission for salesperson examinations. Topics discussed include: listing, NH rules and regulations, types of interest in real estate, real estate taxes, liens, financing, appraising, closing statements, etc.

### RE 127 Introduction to Real Estate Appraisal 3-0-3

This course is an examination of the principles and concepts of real estate valuation. Students will develop an understanding of the markets in which buyers and sellers interact. Topics include basic appraisal methodology, the three approaches to value - direct sales comparison, cost, and income. The concept of highest and best use will be examined.

### RE 224 Real Estate Finance and Investment 3-0-3

This course will develop an understanding of the nature and cycle of real estate finance, investment and taxation. Topics include: money and the monetary system; government activities in real estate finance; the secondary mortgage market; sources of funds; fiduciaries and semi-fiduciaries; the legal, financial and tax implications of real estate investment and investment criteria; and instruments. (Pre/co-requisite: RE 101 or permission of department head of Business Administration)

### RE 225 Property Management 3-0-3

An examination of the growing profession of Property Management within the real estate industry, including the economics and performance objectives of the property manager. Differences in residential versus commercial management, shopping centers, office buildings, condos, mobile homes, resorts, hotels, etc., will be discussed. (Prerequisite: RE 101 or permission of department head of Business Administration)

## Reading

### RDNG 100 Critical Reading 3-0-3

Students will use active reading strategies to comprehend and retain both literal and implied meaning in college content areas and other genres. Course emphasizes critical thinking, vocabulary development, and confidence building. **Students may enroll in this course only in consultation with an academic advisor who recommends the course based on assessment test scores. The three institutional credits awarded for this course do not count toward graduation requirements but are calculated into GPA.**

## Science

### SC 104 Astronomy and Space 3-2-4

An introductory course designed to acquaint students with the complexities of the universe. Topics covered include: stars and planets, nebulae, galaxies, black holes and origins

of the universe. Past and current contributions of the space program are examined. The lab component consists of frequent outdoor observations, use of telescopes and scheduled trips to astronomical sites and planetariums.

### SC 107 Introduction to Meteorology 3-2-4

This course is an introduction to the fundamentals of weather and climate. Topics include observing weather, physical properties and processes of the atmosphere, weather systems, hazardous weather (thunderstorms, tornadoes, and hurricanes), basics of forecasting, clouds, air pollution, and climate change. The lab component consists of group exercises, hands-on experiments, and use of the Internet to explore the topics of weather. This course requires regular student access to the Internet.

### SC 110 Alternative Energy Fundamentals 3-2-4

Energy systems play a critical role in everyday life. This lab-based course will serve as an introduction to alternative energy systems. Students will study key concepts, terminology, and definitions used by all energy systems, as well as typical energy consumption patterns and their environmental and economic consequences. In addition, alternative energy sources will be studied along with their benefits and challenges. Laboratory exercises will include power and energy measurements, power conversions, and investigations into various energy sources such as wood, bio-fuels, wind, solar, water, and fuel cells. (High school Algebra I recommended.)

## Sociology

### SO 105 Introduction to Sociology 3-0-3

An introductory study of the concepts, principles, and applications of the social science method in general and of sociology in particular. A review of some of the crucial sociological problems of today, involving the relationship of the individual to society and groups of individuals to one another. Some topics included are culture, race, class, social mobility, and social change. Reference is made to the historical and economic forces in the U.S. that are responsible for some of these problems. **Available in Honors format.**

### SO 205 The Individual and Society 3-0-3

This course examines the relationship between individuals and their social context. Specific emphasis is on the social experience stemming from an individual's participation in social groups, interactions with others, and the emergence of social structures from these interactions. From this perspective, several major theories are discussed such as socialization, identities and the self in social construction, attitudes and attitude change, social perception, social order and conformity, language and social communication, and social behavior in groups. (Prerequisite: SO 105 or PY 105 or permission of the instructor)

### SO 214 Race and Ethnic Relations 3-0-3

This course will examine social and historical experiences of the major minority groups in order to better understand their social, cultural, and economic status, and group relations in the United States. Contemporary topics will

include: diversity, assimilation, ethnic identity, prejudice, discrimination, racism, class, gender, immigration, inequality, and poverty. This course provides an opportunity to examine ideas relating to such diverse issues as the relationship between attitudes and behaviors, the complexity of class, power, and conflict, and the interplay between economic and political systems. (Prerequisite: SO 105 recommended)

### **Special topics courses listed under SO 226 Special Topics in Sociology**

Courses under this heading will provide the opportunity to focus on topical issues in the field of sociology and will be presented with an interdisciplinary approach. Faculty present material not normally covered in regular course offerings. (Prerequisite: PY 105 or SO 105 or other social science course appropriate to the topic)

#### **SO 226A Service, Citizenship and Community (SRV) 3-0-3**

This course introduces students to the interdisciplinary study of community and the particular role citizen participation plays in constructing communities and accomplishing public goals. Students will engage in various ideas, debates and strategies regarding the development of communities while engaging in 20 hours of community service in area agencies or grassroots nonprofit community organizations. The promises and challenges of civic life will be examined by focusing on such topics as: the history and philosophy of community service; processes, structures and collaboration in community service; the power of local associations and organizations to maintain or improve the quality of life in their communities; the use of public and private resources for community services; the education of real-world problem solvers; energy, technology and transportation; housing, food and garbage; health and healing; mass media and the arts. **Service Learning is a component of this course.** (Prerequisite: at least one course in the social sciences or permission of the Department Head of Social and Behavioral Sciences)

#### **SO 240 Marriage, Family and Personal Relationships 3-0-3**

This course will examine concepts and issues associated with family life and personal relationships. A variety of social problems that impact personal relationships, marriage, and the family will be addressed that have resulted from social, cultural, political and economic changes in society. Such issues as gender role socialization, diversity of family forms, men and women in cross-cultural perspective, men and women in the work place, poverty and families, reproductive and parenting rights, sexuality, mate selection, the internal dynamics of relationships, domestic violence, marital dissolution, and future family trends will be examined throughout the semester. All together, such changes in the world outside the family have profound impact on what happens inside the family. Such changes have profound consequences on how individuals conduct their personal and social lives together. The questions that this course will raise and attempt to answer will hopefully enable us to live together in adulthood with considerably more ease than most currently experience. (Prerequisite: An introductory sociology or psychology course is recommended.)

#### **SO 250 Conflict Resolution in Modern Society 3-0-3**

This course provides an overview of theories and research concerning the nature of conflict and methods for resolving conflict. The foundation of the course is social systems theory; the course examines conflicts among social institutions and conflicts among diverse populations. The effects of conflict upon the individual are considered. The course provides the student/practitioner with the theoretical framework for analyzing and resolving conflict. (This course does not meet the minimum Social Science requirement for the NHTI's Associate degrees or Professional Certificate programs.)

#### **SO 298 Travel/Study Abroad Experience 3-0-3**

A travel experience abroad that combines the equivalent of three credits of classroom and field experience (**at student expense**) in a foreign country through onsite study, historic site visitation, libraries, archives, cultural events, museums, and/or field trips to various sites in the country. The course provides students with an opportunity to learn about the history, culture, economy and politics of the host country. A project is required to document the learning experience. The course will provide opportunities for students to increase their cultural awareness and cross cultural sensitivity through exposure to people from different countries/cultures. (May be repeated for credit with permission of the Department Head of Social and Behavioral Sciences.)

## **Sports Management**

#### **SM 101 Introduction to Sports Management 3-0-3**

This introductory course emphasizes basic management principles as they relate to the business of sports. Students are introduced to sports marketing, sports law, sports supervision, sports media, sports ethics, recreational sports management and other related areas. There is an emphasis on developing and improving communication skills. An overview is provided with regard to career opportunities in this field.

#### **SM 170 Sports Marketing 3-0-3**

This course focuses on marketing issues as they relate to sports-related enterprises. A variety of marketing techniques and approaches are analyzed to broaden students' backgrounds in this area and to better allow them to develop effective and comprehensive sports marketing plans.

#### **SM 180 Public Relations and Advertising for the Sports Industry 3-0-3**

This course provides a cross-disciplinary approach to a variety of promotional issues that sport managers routinely confront. Public relations and advertising professionals offer insights into how sports-related endeavors and businesses can raise public awareness about products and services. (Prerequisites: SM 101 and EN 101)

#### **SM 210 Sports and Fitness Facilities Management 3-0-3**

This course exposes students to the many elements and dynamics associated with managing a sports or fitness facility. Students will visit a variety of structures, arenas, and facilities and will gain an understanding of what is required

to develop and successfully administer and market such facilities.

### **SM 211 Sports Tourism 3-0-3**

Sport provides a significant impetus for travel in contemporary society, and this course focuses on the relationship between the sports and tourism industries. The study of sports tourism draws from the disciplines of psychology, sociology, geography, management, leisure, and recreation behavior. Typically, the course will include a five-day trip (at student expense) to a location such as Orlando, Florida, to visit world-class sports and convention facilities.

### **SM 220 Sports Communications 3-0-3**

This course seeks to provide the student with an appreciation of the unique dynamics associated with the sports communication field. Students will better understand the expectations associated with developing a sports story, a sports news release, and/or a sports opinion piece, via traditional print media or electronic media - radio, television, and/or the Internet. A review of journalistic ethics will be included. Students will gain first-hand experience with regard to producing television and radio broadcasts of live sporting events. (Prerequisites: EN 101 and EN 120; SM 101 strongly recommended)

### **SM 225 Sports Law 3-0-3**

This course focuses on the legal issues unique to the sports world and to sport managers. Numerous case studies and precedents are examined, as well as how they relate to current situations involving professional, intercollegiate, interscholastic and community sports and athletic activities.

### **SM 250 Sports and Society 4-0-4**

This course is designed to raise awareness with regard to the sociology of sport and how cultural practices in the world of sport can have significant social, economic, and political consequences. Discussion and research should give future sport managers a broader understanding of how sport impacts different groups of people in different ways throughout this country and beyond.

### **SM 290 Sports Management Internship 0-9-3**

This course allows students opportunities to experience real-life sports management situations "in the field." Internships are cooperatively sponsored by participating partners. The course approach and content can be designed to match the needs of the sponsor with the desires of the student, as the student gets hands-on opportunities to participate in the practical application of the sports management concepts and principles studied in the classroom. Students have completed successful internships with the Whittemore Center, Verizon Center, Planet Fitness, New Hampshire International Speedway, Concord Boys and Girls Club, Concord YMCA and many other local or regional facilities or organizations that are sports businesses.

### **SM 293 Managerial Decision-Making 3-0-3**

This course is designed to be a capstone course for Sports Management students to enhance and practice their critical thinking and management skills. Students will be expected to use their previously acquired expertise (in, e.g., marketing,

supervision, accounting and management) and apply that to case studies and computer simulations of companies, both individually and in teams. The course will be conducted through student presentations and execution of a multi-year computer-based simulation. (Prerequisites: AC 101, SM 101, SM 170 and BU 152 or BU 270)

## **Visual Arts**

**Courses will be offered at Smokestack Center on North State Street in Concord.**

### **VRTS 101 Introduction to Drawing 2-4-4**

Students in this course will gain the basic skills and insights necessary to create drawings that are both accurate and expressive. Explorations of line, value and form will engage the eye and the hand as well as the heart. Students will gain confidence in their own vision and their ability to draw what they see.

### **VRTS 102 Introduction to the Visual Arts 3-0-3**

The purpose of this course is to introduce students to the languages, concepts, and practices of art through visual and art historical perspectives. Students will be engaged in discussion about the elements of art, such as content, composition, style, method and materials. Students will also be introduced to all of the visual art practices, including drawing and painting, sculpture, printmaking, photography, conceptual and installation art, video art, earthworks, and performance art, as well as craft and graphic design.

### **VRTS 103 Two-Dimensional Design 2-3-3**

This course is designed to provide students with a solid foundation in two-dimensional design and color theory. Students will learn the basic elements needed to form visual patterns and proceed to explore a variety of approaches relating to visual organization and pictorial composition. A section of the course will be dedicated to the fundamentals of color theory, its function and application.

### **VRTS 104 Three-Dimensional Design 2-3-3**

This is a foundation course introducing the student to the technical and conceptual elements for the organization and development of three-dimensional structures. Beginning projects will address the basic elements needed to explore a variety of approaches relating to form and space, then move to more complex issues involving the relationships between form and function.

### **VRTS 111 Survey of Western Art History I 3-0-3**

This course examines the history of western civilization through the study of objects created by people from various western cultures - from the cave paintings of the pre-historic era to the great cathedrals of Europe during the 12th and 13th centuries. Students will study the artifacts, architecture, painting and sculpture that inform understanding of a culture's way of life, beliefs, and priorities. In turn, students will gain a deeper understanding of today's culture and society. Students will also develop the basic skills and vocabulary necessary to critique a work of art.

**VRTS 112 Survey of Western Art History II 3-0-3**

This course examines the history of painting sculpture and architecture created by Western Europeans from the early 14th century through the 19th century (and beyond if time permits). These works of art will be studied as a way to understand the way of life, beliefs and priorities of these societies, as well as contemporary culture. Students will also continue to develop the basic skills and vocabulary necessary to critique a work of art.

**VRTS 115 History of Modern Art 3-0-3**

This course examines the origins and development of Modern Art from the French Revolution in 1789 to the outbreak of World War II in 1939. Late 20th Century Art, including Postmodernism, and trends in Contemporary Art are introduced. Emphasis is placed on two-dimensional art, sculpture and architecture, and the creative processes employed by modern artists. Students explore individual works of art within their cultural and historical context.

**VRTS 120 Introduction to Oil Painting 2-4-4**

An introduction to the basic techniques of oil painting, concentrating on the principles of color and light. Using a variety of subject matter, students will explore the problems of pictorial composition, color theory, oil-related mediums and techniques.

**VRTS 121 Introduction to Watercolor 2-4-4**

This course introduces the student to the basic watercolor techniques and use of materials. It is a sequential program of study, applying the elements and principles of Two-Dimensional design to the watercolor discipline. Students will study still life, landscape, and the human form. Reference will be made to past and contemporary masters of the watercolor medium. (Prerequisite: FA 101 with a grade of "C" or higher)

**Special topics courses listed under VRTS 125 Introduction to the Traditional Arts**

Courses under this heading allow students to work with established artists to develop skills using tools and methods used to create functional artwork throughout history.

**VRTS 125A Woodworking in the Hand Tool Tradition 2-4-4**

This course will focus on the skills and insights necessary to find beautifully functional spoons in the tree and to extract them by techniques traditional to the New England farm shed. Students must attend all of the first six classes, after which no more than two absences will be allowed without penalty.

**VRTS 126 Introduction to Printmaking 2-4-4**

This course introduces the student to the basic printmaking intaglio and relief techniques and use of materials. It is a sequential program of study, applying the elements and principles of two-dimensional design to the printmaking discipline. The course is designed to give the student in-depth experimentation in creating single and multi-plate prints while encouraging creative ideas and content. Technical areas addressed include color registration, edition printing, presentation and image development, ink and

paper selection. Reference will be made to past and contemporary masters of the printmaking medium (Prerequisite: FA 101 with a grade of "C" or higher)

**VRTS 130 Introduction to Photography 2-4-4**

This basic photography course is designed to familiarize the student with the use and care of photographic equipment, a 35mm manual camera, as well as developing and darkroom printing techniques. The assignments are designed to cover a variety of shooting situations, and the expectation is that the student will apply the elements of composition to and demonstrate proficient technical ability with expressive content in the making of pictures. Students should expect to provide their own 35mm camera.

**VRTS 133 Introduction to Figural Sculpture 2-4-4**

This course is an introduction to basic human figural sculpture, designed to develop the student's understanding of the anatomical structures of the human figure, gestural forms, constructive methods, and then applying this knowledge to create unique character and figural sculptures in traditional sculpting media, such as wire, wax, plaster, and clay. The emphasis in imagery will be: direct live model observations, translating 2-D sources into form, developing hand-eye coordination, technical discipline, and evolving a personal expressive use of materials, technique, and subject matter. All projects are designed to combine related technical, visual, and historical components. (FA 101 or FA 104 with a grade of "C" or higher)

**VRTS 135 Introduction to Ceramics 2-4-4**

This introduction to ceramics will focus on studio work leading to the completion of five projects. Students will learn the basics of handbuilding, the potter's wheel, kiln firing, glazing, and surface embellishment. Class time will be made up of instructor's demonstrations, group critiques, and individual studio work. Projects will stress the sculptural potential of clay with a visit into the aesthetic merit of functional vessel making. A research project, introducing students to the work of contemporary clay artists, will provide inspiration and direction.

**VRTS 201 Drawing II 2-4-4**

This advanced drawing class builds upon the aesthetic, technical, and conceptual foundation established in VRTS 101 (Introduction to Drawing). This observational drawing course will develop greater technical facility with materials and explore methods for translating and interpreting one's environment onto a drawing. As conceptual options and skill with materials increase, drawing will become a stronger outlet for personal and creative expression. Students will expand their understanding and use of color and work more extensively from the human figure. The historical foundation of drawing will be explored, as well as contemporary and historical trends. (Prerequisite: FA 101)

**VRTS 210 Life Drawing 2-4-4**

This advanced drawing class builds upon the aesthetic, technical, and conceptual foundation established in Introduction to Drawing (VRTS 101) with an emphasis on the human form. The student will aim to develop a knowledge of and a sensitivity to the structure, anatomy, and expressive qualities of the human form in a variety of ways including

line, place, value, mass, and shape. Composition will be a consideration at all times. (Prerequisite: FA 101 with a grade of "C" or higher)

#### **VRTS 220 Painting II 2-4-4**

This course involves further development of skills and concepts covered in FA 120 (Introduction to Oil Painting) while emphasizing individual expression within the parameters of structured studio projects. This course is intended to advance the student's understanding of visual organization and design through the development of a personal painting vocabulary. (Prerequisite: FA 120)

#### **VRTS 230 Photography II 2-4-4**

This course is designed to help the student who has basic black and white exposure and development skills to further her/his understanding of the principles and techniques of photography. Assignments will focus on both technical and aesthetic concerns. In-class critiques will provide feedback on students' work. Students should expect to provide their own 35mm camera and flash. (Prerequisite: FA 130 with a grade of "C" or higher)

#### **VRTS 235 Ceramics II 2-4-4**

In this second level of ceramics, students will be asked to develop a body of artwork that reflects a growing understanding of building techniques and surface treatment. The development of personal direction and an individual artistic voice will be stressed. Projects will be concept driven, expecting students to be able to visually and verbally demonstrate the intent of the work. Focused time on the potter's wheel will open up a new creative tool, and begin a dialogue on design and function. Students will have the opportunity to explore how a variety of kilns operate and learn to create a glaze from raw materials. (Prerequisite: FA 135 with a grade of "C" or higher)

#### **VRTS 290 Visual Arts Capstone Practicum 1-0-1**

A capstone experience in which students will create an independent body of work and demonstrate their ability, present it in a professional manner, document the artwork photographically, curate their exhibition, and write their Artist Statement. The work from the Capstone Exhibition will also be included in the student's Program Exit Portfolio. The student will select a member of the Visual Arts faculty to oversee the student's capstone progress through weekly scheduled critiques, demonstrations, and discussions. Emphasis will be on the marriage of conceptual content with technical competence in the selected mediums. (Prerequisite: Successful completion of 52 credit hours in the Visual Arts degree program and permission of the Department Head of the Visual Arts program)